MIT JOB DESCRIPTION – SENIOR CATALYST POSITION

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<th>Job Title: Senior Business Development Officer</th>
<th>Position Title: Senior Catalyst</th>
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<td>Reports to: Director, Catalyst</td>
<td>% Effort or Wkly Hrs: 100%</td>
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<tr>
<td>Director, Technology Licensing Office</td>
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<td>Department: OSATT, Office of Strategic</td>
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<tr>
<td>Alliances and Technology Transfer</td>
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<td>Date: September 3, 2019</td>
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**Position Overview:**

The Catalyst in the Office of Strategic Alliances and Technology Transfer at the Massachusetts Institute of Technology (OSATT) plays a key role in a team-based approach to faculty-centric development and execution of sponsored research, collaboration, and related agreements. OSATT provides MIT and its faculty with strategic and tactical execution for the conversion of promising external engagements to clear agreements and impactful operation of research, education, and capacity building. Within OSATT, the Catalysts contribute to faculty-centric research administration support for risk-managed agreements of varied types including industrial, nonprofit, and international sponsors, partners, and collaborators. OSATT reports to the Associate Provost.

**Principal Duties & Responsibilities:**

Reporting to the Director of Catalysts, the Senior Catalyst will be an integral part of the Office of Strategic Alliances and Tech Transfer, and will be responsible for facilitating and acting as a resource for faculty who seek to secure highly complex agreements for sponsored research, education, or capacity building from non-federal sponsors. The Senior Catalyst develops strategies and opportunities for engagement between faculty and potential corporate, nonprofit, international, and other potential research sponsors. Importantly, the Senior Catalyst leads these faculty-initiated or Institute-initiated deals to closure within MIT for research, education, or capacity building agreements and collaborations. The Senior Catalyst will work closely and collaboratively with the OSATT Strategic Transactions Officers (STOs), and Alliance Managers in support of faculty and Institute needs and priorities as agreements transition from negotiation to launch and execution.

The Senior Catalyst will:

1. Initiate, develop and maintain strong relationships with faculty, in the interest of optimizing opportunities for their engagement with industry, not-for-profits, and/or international sponsors of research, education, and capacity building.
2. Through close engagement with faculty develop in-depth understanding of faculty research areas and projects to help identify sponsors.
3. Strategize with the Director, Catalysts and OSATT staff ways to increase industry or other non-federal partnerships for MIT research endeavors in a particular field of research.
4. Be a resource for faculty in early interactions with potential research sponsors, including industry, international, and selected not-for-profits/foundations.
5. Will work with STOs on highly complex agreements with multiple departments and faculty involvement
6. Lead negotiation and closure of industry, international, and selected not-for-profit/foundations sponsored research agreements, with the OSATT STOs.
7. Provide support and guidance as needed to Catalysts in complex negotiations for skill and knowledge development and to ensure appropriate consistency with all agreements.
8. Provide advice and recommended solutions to OSATT leadership on issues that may impact critical negotiations or agreements.
9. Cultivate and respond to specific industry inquiries/interest related to sponsoring research at MIT, in close coordination with the MIT Office of Corporate Relations (OCR).
10. Conduct due diligence on potential sponsors, in consultation with OCR and Resource Development.
11. Develop strong relationships and coordinate with offices across the Institute to successfully support the faculty vision. This will include many units and groups such as departments/labs, OSATT, OGC, and Resource Development.
12. Become familiar with MIT Research and IP Policies and practices and become familiar with faculty IP portfolios, working very closely and in consultation with TLO.
13. Be a point of contact for inquiries about, and make recommendations to the Associate Provost for Strategic Industrial Sponsors to the Associate Provost, OSATT and bring such recommendations for review as appropriate to the International Coordinating Committee (ICC) and Associate Provost.
14. Become familiar with faculty research needs and identify potential research partners.
15. Work with the Director of Catalysts and individual Catalysts to develop best practices and strategies for the work.
16. Oversee the work of Catalysts or delegate work to Catalysts as requested by the Director, Catalysts.
17. Work with faculty to facilitate engagement with the local innovation ecosystem.
18. Conduct special assignments as requested by the Director of Catalysts or Associate Provost, OSATT

**Supervision Received:**

General supervision is provided by the Director of Catalysts, OSATT, or the Director’s designate within OSATT.

**Supervision Exercised:**

Provide oversight of the work of Catalysts or delegate work to Catalysts as requested by the Director, Catalysts.
Qualifications:

1. Masters in business administration, science or engineering or a related discipline is required.
2. PhD in science or engineering or a related discipline is strongly preferred.
3. At least 10 years of relevant experience in resource development or business development in industry, university or nonprofits.
4. Must possess superior communication and negotiation skills with diverse stakeholders.
5. Demonstrable experience in negotiating sponsored research, collaboration and other agreements, including leadership role in large scale transactions including research collaborations, licensing and organization-wide initiatives.
6. Demonstrable experience in supervision of others in related roles, and communication with internal organization stakeholders in agreement development.
7. Proven ability to grasp complex issues and identify solution paths.
8. Proven ability to work effectively to support a stakeholder (client) in resource or business development aims, and to work closely with research administration and technology transfer professionals.

Additional Qualifications

Applicants should exhibit high level of creativity, energy, integrity, thoughtful judgment and problem solving, decision-making, entrepreneurial thinking and teamwork. Demonstrated maturity and sensitivity to the needs of multiple constituencies in a complex and demanding academic environment. Knowledge of academic research principles and research integrity, and intellectual property policy a plus. Experience in negotiating and executing international agreements is beneficial.