

MIT Job Description

Job Title: Manager	Position Title: Assistant Director, MindHandHeart
Reports to: Deputy ICEO /Exec. Dir. MindHandHeart	% Effort or Wkly Hrs: 100% effort
Department: MindHandHeart	Prepared by: Maryanne Kirkbride
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MindHandHeart Focus and Current Context:

The focus of MindHandHeart (MHH) is to strengthen the social fabric and wellbeing of our community in two ways:

- First, by creating opportunities for meaningful connection among and between faculty, students, staff, postdocs, family members and affiliates. Opportunities that, over time, will help all of us feel that we fully belong.
- Second, by tapping the sometimes-quirky community building ingenuity of individuals and groups we advance the connection between ‘mind and hand’ and ‘heart’.

Entering our second year as part of the ICEO, we are poised to deepen our commitment and capacity by building on our signature programs such as the Community Innovation Fund and Random Acts of Kindness Week. Two programs have been developed and are near ready for launch: MITCoin and MITConnect. New strategies could include strengthening our cross-campus community infrastructure with a Campus Wellbeing Partners collaboration, Random Community Dinners (modelled on Random Faculty Dinners), Community Builders Network or other strategic connections.

Position Overview:

The Assistant Director is primarily responsible for creating and implementing a strategic portfolio of short- and long-term programs, initiatives and campaigns designed to promote MIT-wide wellbeing and a strong sense of community among and between students, staff, faculty, postdocs, affiliates and others. As part of the ICEO team, this role will also be responsible for designing, formalizing and implementing an ICEO community grants process to transparently institutionalize response to requests for program funding

This position will work strategically and collaboratively with campus partners to use the MHH brand to advance a stronger sense of belonging, wellbeing and community at MIT, especially across and between staff, students and faculty.

Principal Duties and Responsibilities (Essential Functions):**

Create strategies and capacity to advance cross-campus community wellbeing and engagement:

MIT has many staff and services that formally and informally support wellbeing, community engagement and inclusion. Many of them serve specific communities: students, staff or faculty. This position is responsible to understand the entire landscape, identify gaps and opportunities and propose and implement strategies for projects and initiatives best able to meet our needs.

- Create and oversee the implementation of a strategic portfolio of short- and long-term programs, initiatives and campaigns designed to promote MIT-wide wellbeing and a strong sense of community among and between students, staff, faculty, postdocs, affiliates and others.
- Work with ICEO leaders and staff to optimize the impact of: 1) the MHH brand and communication assets (website, social media, blog); 2) special projects (MITConnect, MITCoin, Blog, Community Quilt, etc.); and 3) the use of the new 10-110 community space.
- Provide managerial oversight of a program/office assistant and 2-4 graduate and undergraduate community fellows, potentially including a communications fellow, digital media fellow, and Innovation Fund fellow.
- Define and prioritize job responsibilities to program assistant, fellows, and interns.
- Responsible for performance evaluations and development plans, and collaborates in making hiring decisions for staff and fellows.
- Serves as a mentor and resource for MHH staff, volunteers, and Innovation Fund winners.
- Drives consensus on complex matters involving diverse stakeholders where there may be varying points of view.
- Initiates and leads cross-department projects on behalf of multiple partners, balancing the needs of stakeholders and managing multiple work streams.
- Work with ICEO and Institute communications staff to help develop, coordinate and facilitate engagement strategies that advance the DEI Strategic Action Plan and Values Statement.

MindHandHeart Community Innovation Fund and ICEO grants and awards processes:

- In concert with the ICEO team and key campus partners, develop an annual prioritized workplan for the MHH Community Innovation Fund and ICEO grants processes.
- Develop, implement, and maintain plans, programs, and systems, including marketing, review, and selection processes for MHH Community Innovation Fund (IF) and all ICEO grants and awards processes.
- Lead orientation for awardees, provide ongoing support, and serve as a primary point of contact for all awardees.
- Manage IF budget and oversee financial planning and forecasting, transaction management, and approval processes.

Random Act of Kindness Week:

- Develop, implement, and maintain processes to sustain RAK Week in March of each academic year through identifying and convening partners, outreach and publicity, support for participant units, planning and execution of one or more large events, and creating a post-RAK Week highlights summary.

Project Support and Coordination:

- Assist with special projects and reports as needed.
- Other duties as assigned.

Supervision Received:

This position will report to the Executive Director, MindHandHeart

Supervision Exercised:

This position will supervise and provide guidance to a full-time program assistant and 3-4 graduate and undergraduate community fellows. The program assistant also assists with office duties.

Qualifications & Skills:

- Four to five years of related experience
- Bachelor's degree required
- Demonstrated experience in program development, community building, training and orientation (in an academic setting preferred)
- Demonstrated supervision experience, project management skills, and attention to detail.
- Strong client service and teamwork orientation, with an ability to work effectively with a range of clients and colleagues.
- Sound judgment and ability to work under minimal supervision, and to exercise individual initiative to meet and anticipate emerging issues and requirements.
- Ability to handle highly confidential materials with discretion
- Excellent organizational, administrative, interpersonal, and problem-solving skills.
- Excellent writing and editing skills.
- Excellent oral communications skills.
- Strong experience with social media and e-newsletter platforms.
- Ability to work evenings and weekends.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.