

Department/School: Office of the Arts

Official Job Title: Management 2, Program and Project Administration

Position Title: Director, Council for the Arts

Payroll Category: Administrative Staff

Normal Work Week: 40 hours

Supervision Received: Leila Kinney, Executive Director of Arts Initiatives  
Office of the Provost

Supervision Exercised: Outside contractors as needed

**Expectations for all employees:**

The Institute promotes the principle that every person brings unique qualities and talents to the community and that every individual should be treated in a respectful manner. All members of the MIT community are expected to conduct themselves with professionalism, personal integrity, and respect for the rights, differences, and dignity of others. These standards of personal conduct apply to all communications, whether oral, written, or in gestures. Community members are also expected to treat the property of both the Institute and other community members with appropriate care and respect.

**Position Overview Statement:**

The Director of the Council for the Arts at MIT (CAMIT) represents the Institute in recruitment, constituent relationships, and events that build membership in an annual giving leadership and advisory group for the arts. This position manages and executes successful individualized strategies for a mature portfolio of 70 to 100 individual supporters who make annual expendable donations to the arts at MIT of \$5,000 up to \$100,000. The director will identify, cultivate, solicit, and steward relationships with and among donors and be responsible for the creation and implementation of strategic programs that educate members about the arts at MIT and communicate opportunities to support them. Reporting to the Executive Director of Arts Initiatives, the director will work with staff on the planning, implementation, and documentation of activities, outreach, and programs that support the arts, including grants, arts access, and student awards, as well as the Eugene McDermott Award in the Arts at MIT. The director of CAMIT collaborates with MIT's Director of Development for Arts Initiatives, central prospect management teams, and development colleagues in the Schools of Architecture and Planning and The School of Humanities, Arts, and Social Sciences. Serves as primary liaison with the volunteer Chair of the Council, the Executive Committee, and Council members. Serves as a principal liaison with the Alumni Association and the leaders of other arts units at MIT.

Some travel is required (3 to 4 times a year).

Works some nights and weekends as needed.

This is a hybrid position with a combination of on-campus and remote work.

Employment is contingent upon the completion of a satisfactory background check.

Visa sponsorship is not available for this position.

### **Principal Duties and Responsibilities:**

#### **Leadership and Finances (35%)**

- Working in close coordination with the Vice Provost, Executive Director, and volunteer Chair of the Council, provides strategic vision and leadership for CAMIT, in alignment with MIT's overall goals for the arts at MIT.
- Principal responsibility for soliciting, collecting, and documenting annual donations and related fundraising from a portfolio of 70 to 100 donors (including core team collaborations with central resource development).
- Principal responsibility for managing relationships with volunteer Chair and members of the Executive Committee.
- Monitors and administers Council endowed and operating accounts, working closely with the Finance and Operations Manager.
- Prepares budgets and spending recommendations for review and approval by the Vice Provost and Executive Director.
- Responsible for creating budgets for individual events and monitoring budgets during the entire fiscal year.

#### **Recruitment and Stewardship (30%)**

- Working in close coordination with the volunteer Executive Committee, Resource Development, the Alumni Association, and current members, responsible for identifying, cultivating, and engaging new members, building and maintaining Council membership and philanthropic support for the arts.
- Interviews potential members and guides the nomination and approval process, including preparing letters of invitation from the president's office, orientation, mentoring, monitoring ongoing donations, tracking and renewing member terms.
- Cultivates and develops relationships with individual members of the Council, meeting with them in person when possible.
- Monitors rotation of Executive Committee and works with Vice Provost, Executive Director, and volunteer Chair of the Council and Membership Chair(s) to determine membership.
- Oversees CAMIT volunteer member involvement in programs funded by the Council.

#### **Events (20%)**

- Plans annual meetings (campus visit) and special events and trips aligned with CAMIT's mission, with support from staff, outside contractors, and vendors as needed.
- Leads the planning, fundraising, and implementation of the biennial Eugene McDermott Award in the Arts biennial gala, working with chairs and/or host committee and outside vendors and related staff as necessary.

- Connects Council members to the Institute by promoting attendance at and encouraging participation in MIT performances, exhibitions, and other programs.

#### **Administration (15%)**

- Oversees scheduling, planning, and agendas for all CAMIT committee meetings, with support from Assistant Producer.
- Working closely with the Executive Director, coordinates Council membership on the McDermott Award Selection Committee and serves as an *ex officio* member.
- In partnership with communications officers, creates strategic communications, stewardship reports, promotional materials, and CAMIT public and members-only websites that inspire support for the arts at MIT.
- Documents all donor interaction in a timely fashion, entering contact reports in the Advance database.
- Correspondence: drafts general CAMIT correspondence (including fundraising letters twice a year); correspondence from Vice Provost to CAMIT members (thank you notes, condolence notes, etc.); and invitation letters for new members from the President.
- Performs other related duties as required, including work usually performed at lower levels, when necessary.

#### **Contacts required to perform duties:**

##### Within MIT

- President's Office (assistants to the President to coordinate Council appointments and correspondence)
- Resource Development and Alumni Association (Arts Development Officer, central resource development relationship managers, and Alumni Association officers regarding recruiting and stewarding Council members)
- MIT faculty in the creative arts and other fields
- Institute Events, Campus Activities Complex, Media Lab Facilities Team
- Attends Creative Arts Council meetings as a representative of the Council

##### Outside of MIT

- Museums, galleries, and performing arts centers
- Vendors and subcontractors (caterers, event specialists, travel advisors)

#### **Qualifications:**

##### **Basic Qualifications:**

Minimum bachelor's degree, master's degree or specialized fundraising training preferred.

Minimum four years of administration or operations experience and/or project/program management required.

##### **Extended Qualifications:**

Minimum four years of experience in front-line fundraising or annual giving fundraising, preferably in resource development or alumni relations in higher education, or equivalent

setting. Experience in stewardship/donor relations, non-profit board management, development communications, or a related field.

Demonstrated experience conducting donor solicitations, stewardship, and project management of complex and high-profile fundraising events.

Ability to build long-term relationships between Council members and the Institute and make a compelling case for supporting the arts at MIT.

Programming experience at a decision-making level.

Excellent strategic, interpersonal, verbal, and writing skills.

Familiarity with development writing and executive style/tone; ability to create content quickly.

Confidentiality, tact, and diplomacy when working with a variety of constituencies (alumni volunteers, donors, faculty, students, and MIT staff).

Ability to work in a highly collaborative and team-based environment.

Advanced organizational skills and ability to manage multiple and concurrent priorities.

**Technical Skills:**

Experience with Ellucian Advance Web or other enterprise fundraising systems.

Thorough knowledge of Apple computing environment and related software.

Familiarity with Wordpress web content management system, Adobe Mailchimp electronic correspondence software, Google Workspace and related programs, SLACK, Slideroom online application software, Airtable, and Keynote, or willingness to learn.