

Director of Finance and Administration Job Description

Job Title: Mgmt 5, Finance Admin Non Spon Act	Position Title: Director of Finance and Administration for Campus Services and Stewardship
Reports to: Vice President for Campus Services and Stewardship	% Effort or Wkly Hrs: 100% effort
Department: Campus Services and Stewardship – Finance and Administration	Date: April 2024

Expectation of All Employees:

As a member of the MIT community, supports MIT's Non-Discrimination Policy and respectfully interacts with others in the community. Represents MIT with professionalism, ethics, integrity, and mutual respect towards colleagues and internal/external clients. Keeps current and proficient with necessary skills and knowledge, including computer skills. Self-identifies training needs relevant to work area and responsibilities. Demonstrates initiative, flexibility, openness to change, and accountability. Works within a team environment, providing support to and collaboration with colleagues. Is expected to know and follow relevant Environmental Health and Safety Requirements.

Overview of MIT:

MIT is a world-class educational institution. Teaching and research – with relevance to the practical world as a guiding principle – continue to be its primary purpose. MIT is independent, coeducational, and privately endowed. Its five schools and one college encompass numerous academic departments, divisions, and degree-granting programs, as well as interdisciplinary centers, laboratories, and programs whose work cuts across traditional departmental boundaries.

Located on 168 acres that extend more than a mile along the Cambridge side of the Charles River Basin, MIT has a current approximate enrollment of 4,638 undergraduate students and 7,296 graduate students. MIT employs about 17,180 individuals including Lincoln Lab. In addition to the 1,089 faculty members, there are research, library, and administrative staff, as well as many others who, directly or indirectly, support the teaching and research goals of the Institute. For more information about MIT, please visit our website at mit.edu.

Campus Services and Stewardship Organization Overview:

The Campus Services and Stewardship (CSS) teams steward MIT's built environment, from its design, construction, maintenance, and operation to its resiliency, renewal, and environmental impact, all while advancing the health and safety of the environment for MIT community members. CSS teams build, maintain, and optimize campus structures and grounds, implementing high-performance solutions to maximize campus sustainability and advance accessibility. CSS also provides the utilities and services necessary to advance the educational and research activities of the Institute. MIT's district energy system provides electricity, steam, and chilled water via cogeneration at the Central Utilities Plant (CUP) to approximately 80% of the Cambridge campus, which contains 186 MIT-owned buildings, including 19 residence halls, and more than 13 million gross square feet of building space. The goal of the 800+ employees of CSS is to provide a well-functioning and welcoming campus for the people who visit, study, work, and live within the MIT community. With regard to the \$4 billion MIT 2030 capital plan, CSS is responsible for developing capital planning and renewal scenarios, briefing MIT's leadership, and overseeing the execution of chosen options.

Position Overview:

Reporting to the Vice President for Campus Services and Stewardship, the Director of Finance and Administration will oversee all financial aspects of the CSS organization, which includes Campus Construction; Facilities Finance and Administration; Facilities Operations; Environment, Health, and Safety; the Office of Campus Planning; and the Office of Sustainability.

As a member of the CSS leadership team, works in partnership with CSS leadership team and the MIT Office of the Vice President for Finance to shape strategies for our campus assets and infrastructure, leverage available financial resources to promote efficient operations, and advance capital projects in a way that achieves wide-ranging objectives, including reducing environmental impacts, improving resiliency, and advancing the health and safety of MIT community members.

The Director is responsible for budget development, accounting, financial reporting, financial controls, business systems and analytics, information technology applications, procurement, contracts, and vendor management functions for facility related areas. In addition, the Director provides oversight for the areas of finance and accounting; capital budgets and contracts; business systems, reporting and analytics; and applications and information technology services. The Director will work with the Directors of Campus Planning, Campus Construction, Utilities, Engineering & Energy Management, Campus Services & Maintenance, the Associate Vice President of Facilities Operations, and their teams, to plan and optimize resources for the broader MIT community. The Director provides support and partnership to help our CSS teams solve complex challenges and achieve outcomes that meet the needs of our campus community.

Principal Duties and Responsibilities (Essential Functions):**

- Work with the CSS leadership team in developing and forecasting annual budgets, from planning to implementation to reporting, structuring budgets so that managers understand the resources allocated and under their control, and enhancing accountability and actionable reporting.
- Oversee accounting, reporting, cost-recovery, financial processes supporting payroll, capital budgeting and analysis, and audit functions of the department.
- Coordinate quarterly review meetings with the Office of the Vice President for Finance, including preparation of agenda, materials, recommendations, presentation, and follow-up.
- Oversee, support, and advance the work and integrity of capital project planning, implementation, and reporting, including management of project funding processes and approvals with a focus on capital renewal and space renovation priorities.
- Oversee, support, and advance the work of modernizing the department's enterprise financial technology systems for capital program accounting and projects (e-Builder), and integration with MIT central systems for operations (SAP) and procurement (Buy-to-Pay). Administer fiscal and administrative policies, processes, and controls.
- Provide leadership for Facilities Finance and Administration managers and staff, supporting their professional development and keeping them apprised of strategic and operational plans to ensure goal alignment.
- Create value with thoughtful supplier interactions resulting in competitive contracts. Support managers in vendor negotiations, selection, and evaluations. Work with the Institute's central procurement department and stakeholders to maintain competitive environments for procuring goods and services.
- Oversee the administrative functions for the department's information technology applications and staff, including budgeting and procurement. Guide the team in advancing best practices in policies and procedures for managing technology resources, asset inventory, and information security.

Supervision Received:

Supervision is received from the Vice President for Campus Services and Stewardship, with periodic check in by the Office of the Vice President for Finance to review progress and set direction. At times, will receive tactical direction from the leadership of the Office of Campus Planning; Environment, Health, and Safety; Office of Sustainability; Campus Construction; Facilities Operations; Communications; and Human Resources.

Supervision Exercised:

Provide supervision to the managers of Application & Information Technology Services; Business Systems, Reporting and Analytics; Capital Budgets and Contracts; and Finance & Accounting. Will provide guidance, coaching, training and development for staff, conduct annual performance reviews, and will work with staff to evaluate effectiveness of organization and action to be taken.

Qualifications & Skills:

- Bachelor's degree in finance, accounting, business or relevant field required. Master's degree in a closely related discipline preferred. Minimum of 10 years of related experience in financial administration leading a team or organization of experienced managers and staff. Prior experience in a higher education, real estate, facilities, infrastructure, or property management setting preferred but not required.
- Demonstrated experience developing and managing budgets, complemented by strong financial acumen.
- Proven leadership and people management skills, with the ability to foster collaboration across multiple functional units towards achieving organizational objectives.
- Experience managing staff, including hiring, goal setting, team building, and performance management and development.
- Experience mentoring and coaching staff, coupled with a hands-on approach to task completion and a readiness to "roll up the sleeves" when necessary.
- Excellent interpersonal skills, including both verbal and written communication capabilities, essential for effective teamwork and stakeholder engagement.
- Strong analytical abilities, with a proficiency in conducting complex analyses, generating meaningful insights, and drawing actionable conclusions to guide strategic decision-making.
- Solid organizational, problem-solving, decision making, and project management skills; capable of effectively balancing multiple priorities.
- Exceptional judgment and discretion with sensitive data and confidential matters.
- Advanced proficiency in preparing executive briefings and presentations, communicating complex information clearly and concisely to senior leadership.
- Knowledge of enterprise financial systems to streamline and enhance financial operations.
- Demonstrated ability to drive process improvements, contributing to the efficiency and effectiveness of operations.
- A track record of influencing strategic change and initiatives at scale, earning a high level of trust and credibility within the organization.

** 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.