



## Director of Administration & Finance (Administrative Services)

The Director of Administration & Finance (DAF) at MIT Libraries will lead the Finance unit, implementing streamlined tools and systems while ensuring prompt and accurate responses to Libraries' needs. This role involves continuous analysis of processes, systems, and business practices, identifying gaps and offering strategic solutions to align with the Libraries' objectives. The DAF generates insightful reports, advises senior leadership, and acts as a liaison with MIT central offices. Responsibilities include overseeing all financial operations, budget development, financial analysis, and team supervision. The DAF actively participates in leadership team meetings, contributes insights into MIT operations, volunteers for committees, and fosters a collaborative environment among colleagues.

### RESPONSIBILITIES

- Analysis & Reporting
  - **Quarterly and Annual Financial Reporting Oversight:** Oversee the preparation and presentation of quarterly and annual financial reports for the department. These reports should provide comprehensive insights into financial performance, trends, and forecasts, serving as essential tools for strategic and tactical planning. Collaborate with colleagues to ensure accuracy, compliance, and alignment with organizational goals.
  - **Departmental Financial Dashboard Management:** Develop and maintain a dynamic departmental financial dashboard to facilitate regular reporting to senior management. Customize data visualization tools and analytics platforms to present key financial metrics, KPIs, and performance indicators in a clear and actionable format. Use these insights to support informed decision-making and resource allocation strategies.
  - **Unit-Level Financial Reports Development:** Create and maintain unit-level financial reports tailored to the needs of managers and operational teams. These reports should provide detailed analysis of budgetary allocations, expenditure trends, revenue streams, and cost-saving opportunities. These reports may be general Institute budget-, endowment or gift-, and/or sponsored funds-focused.
  - **Multi-Year Forecasting Expertise:** Lead the development of multi-year financial forecasts to assess and communicate the long-term financial health of the department. Utilize forecasting models, scenario analysis, and risk assessment techniques to evaluate financial projections, identify potential risks, and recommend strategic initiatives for financial sustainability and growth.
  - **Project Analysis and Financial Support:** Provide project analysis and financial support to the Libraries at large as needed. Collaborate with project teams to evaluate financial feasibility, monitor budgetary performance, and analyze project ROI. Offer strategic recommendations to optimize project outcomes and align financial resources with organizational priorities.
- Systems and Processes:
  - **Identify and Implement Efficient Financial Tools:** Identify, evaluate, and implement cutting-edge financial tools and systems, in collaboration with the

Digital Libraries Services Directorate (DLS) and in alignment with MIT-wide administrative systems rollout, as appropriate. These tools should aim to simplify and streamline financial operations, enhancing accuracy and efficiency across the administrative landscape.

- o **Establish Systems and Data Management Protocols:** Develop and maintain comprehensive systems that support various administrative functions, including HR, finance, budgeting, space management, and communications. Implement robust data management protocols to ensure data integrity, security, and accessibility. Collaborate with Libraries' and MIT-wide data security teams to ensure best outcomes.
- o **Automate Reporting Processes:** Introduce automation solutions to streamline reporting processes. This includes generating regular reports, customizing data visualization dashboards, and leveraging analytics tools to provide actionable insights for informed decision-making.
- o **Manage Change Effectively:** Lead teams through change initiatives by fostering a culture of adaptability and resilience. Develop change management strategies that mitigate resistance, promote stakeholder engagement, and ensure successful implementation of new systems and processes.
- Operations Oversight, Fund Management, and Year End Process:
  - o **Maintaining Financial Integrity:** Accountable for the department's financial integrity. Implement processes and checks to ensure accuracy, transparency, and compliance with Institute policies, federal regulations, and sponsor rules.
  - o **Liaison and Compliance:** Serve as a primary liaison with central offices, including the VP of Finance, VP of Research/RAS, and departments supporting specific activities such as Dining/Student Life to ensure alignment and adherence to institutional policies and procedures as well as smooth operations. Monitor and enforce financial compliance, including adherence to budgetary constraints, procurement protocols, travel guidelines, and payroll procedures.
  - o **Pre-Award Activities Management:** Oversee and delegate pre-award activities such as funding allocations, research proposal submissions, document tracking, and reporting. Act as a subject matter expert in developing new award strategies, evaluating pre- and post-award research administration procedures, and recommending and implementing process enhancements.
  - o **Year-End Processes Accountability:** Accountable for year-end processes, including Collections acquisitions close and restart. Oversee finance team's work in this area. Ensure timely completion of all financial deadlines for central reporting and provide insightful analysis of annual operations for reporting purposes.
  - o **Budget Review and Management:** Review and guide budget work by team and provide guidance to leadership throughout the fiscal year. Optimize fund utilization by making informed decisions based on budget variances, available resources, and strategic priorities.
  - o **Collaboration with Development:** Work closely with the Director of Development to ensure clear reporting and expense planning for Director-level gifts and other revenue streams. Facilitate effective communication and coordination between department administrators, directors, and development teams to resolve financial issues and enhance revenue generation.
  - o **Financial Reporting and Audit Compliance:** Collaborate with department administrators and directors to address deficit balances and resolve financial reporting, compliance, and audit issues. Engage with Vice Provosts, Deans, and

Directors to develop strategies for addressing funding shortfalls and ensuring financial sustainability.

- Teamwork and Supervision:
  - **Leadership and Support:** Provide strong leadership and support to the financial team, fostering a culture of kindness, collaboration, and efficiency. Encourage a positive work environment where team members feel valued, motivated, and empowered to contribute their best.
  - **Professional Growth and Development:** Facilitate the professional growth and development of team members through mentorship, training opportunities, and career advancement initiatives. Conduct regular performance evaluations to assess individual and team performance, provide constructive feedback, and identify areas for improvement.
  - **Compliance and Best Practices:** Ensure compliance with AFSCME Collective Bargaining Agreement (CBA) and other relevant regulations, policies, and procedures. Set clear expectations for ethical conduct, adherence to financial guidelines, and best practices in financial management.
  - **Conflict Resolution and Team Building:** Address conflicts and challenges within the team promptly and effectively, promoting open communication, trust, and collaboration. Foster a sense of unity and camaraderie among team members through team-building activities, recognition programs, and opportunities for shared accomplishments.
  - **Leadership Engagement:** Actively participate in monthly leadership team meetings for Administrative Services, providing valuable insights into MIT operations and contributing to strategic decision-making. Collaborate with colleagues to share best practices, identify opportunities for collaboration, and address challenges collectively.
  - **Committee and Leadership Involvement:** Volunteer for other committees and leadership activities within the Libraries and MIT community, demonstrating a commitment to broader institutional goals and initiatives. Contribute expertise, collaborate with diverse stakeholders, and support initiatives that enhance the overall effectiveness of administrative services.
  - **Collegiality and Collaboration:** Be a good colleague to fellow managers by fostering a culture of respect, cooperation, and mutual support. Share knowledge, resources, and best practices with peers, build strong working relationships across departments, train staff in the use of new financial tools and contribute positively to the overall collegiality and professionalism of the management team.

## REQUIREMENTS

- Bachelor's Degree
- Minimum of seven years of experience in higher education financial management including supervisory experience.
- Demonstrated ability to learn new technologies and evolving financial practices, as well as adapting to changes in the financial landscape. Demonstrated mastery of financial software and tools. Programming experience, especially with Quickbase and other tools already used at MIT, preferred.

- Ability to assess complex financial data, interpret trends, and derive actionable insights to enhance financial operations. Skill in identifying gaps in financial processes and providing innovative solutions to enhance accuracy and efficiency.
- Experience in analyzing current financial processes, identifying inefficiencies, and designing streamlined solutions. Proficiency in managing and leading the implementation of new financial systems, ensuring timelines, resource allocation, and successful integration. Capable of training staff in the use of new financial tools and providing ongoing support for successful adoption.
- Effective in communicating financial concepts and strategies to diverse stakeholders, fostering collaboration and buy-in for system implementation. Excellent interpersonal and oral and written communication skills. Good judgment, tact, discretion with sensitive and confidential matters.

We expect candidates to be stronger in some qualifications listed above than others; we are committed to helping our future colleague expand their skills, as well as learning from their areas of strength.

**Preferred**

- MIT experience strongly preferred.

**SALARY AND BENEFITS**

This job is a pay grade 11 with the following range:

\$116,650	\$155,990	\$195,330
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Actual salary will depend on qualifications and experience. MIT offers excellent [benefits](#) including a choice of health and retirement plans, a dental plan, tuition assistance, and fully subsidized MBTA passes for local bus and subway service. Flexible work arrangements, including flex-time and telecommuting, are considered for positions that meet established criteria. The MIT Libraries is a collegial and supportive working environment and fosters professional growth of staff with management training and travel funding for professional meetings.

**APPLICATION PROCESS**

**Apply online via <http://careers.mit.edu/>** Applications must include a cover letter and resume. Priority will be given to applications received by **May 17, 2024**; position open until filled. MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multi-cultural, diverse and inclusive workplace, and who strive to incorporate those values in their work and interactions are encouraged to apply. Please reach out to [lib-hr@mit.edu](mailto:lib-hr@mit.edu) with any questions regarding this role.

**ABOUT THE MIT LIBRARIES**

The MIT Libraries support teaching, learning, and research across the Institute, with millions of resources, deep expertise, and five campus locations where our community consumes and

creates knowledge. Our organization is on an exciting journey of transformation, pursuing a digital-first model for research

libraries and prioritizing an open scholarship agenda. We aim to exercise bold leadership in defining a model for research libraries in the future, with innovative spaces like the newly renovated Hayden Library and a focus on supporting data-intensive and computational research and learning.

We strive to do great things, powering the MIT community to solve complex problems in the service of humankind, and each member of our 154-person staff has a role to play in pursuing that vision. We're constantly adapting to the rhythms of a changing world, and we welcome candidates who can help us do that in thoughtful and strategic ways that center our mission and values.

MIT Libraries is an environment that welcomes any body, any mind — including all genders — and particularly encourages applications from underrepresented minorities, women, disabled applicants, and veterans. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multicultural, diverse, and inclusive workplace and who strive to incorporate those values in their work and interactions are encouraged to apply.

## **BACKGROUND CHECKS**

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

## **VISA SPONSORSHIP**

MIT sponsors visas only for certain academic and research positions. MIT does not sponsor the following individuals for employment-based visas or for exchange visitor visas: students; technical, administrative, library, or support staff members; individuals with inadequate funding, insurance, or credentials; or those whose particular visa history precludes sponsorship.