DIRECTOR OF FINANCE AND ADMINISTRATION

The MIT Libraries seek an experienced and dynamic professional to direct financial and administrative operations and activities for a service- and mission-driven organization comprised of approximately 170 highly engaged and deeply committed staff.

The Director of Finance and Administration will oversee all aspects of financial operations for the Libraries, including budget development, financial modeling and analysis, procurement and expense reconciliation, as well as shaping and coordinating administrative policies and procedures. The Director of Finance and Administration will work with staff throughout the organization to manage essential financial and administrative functions, to lead efforts to continuously review and improve them within the Libraries, and to ensure appropriate alignment with central MIT fiscal and administrative policies.

CORE RESPONSIBILITIES include:

• Development of short- and long-term financial strategies in collaboration with Libraries’ senior leadership.
• Development of budgets, financial reports, analysis and projections.
• Development and implementation of financial policies, procedures and process improvements.
• Management of fiscal operations in coordination with other groups and stakeholders throughout the Libraries, especially regarding collections expenditures.
• Oversight of financial processes supporting payroll, travel, professional development and skill training for the library staff in conjunction with the Libraries’ Director of HR,
• Oversight of administrative support processes throughout the library system.

The Director of Finance and Administration serves as primary liaison with VPF, Audit, and other Institute offices, as well as with relevant outside organizations and agencies. They serve on appropriate Institute committees representing the Libraries, as well as internal library committees as appropriate.

The Director of Finance and Administration works closely with the Libraries’ administrative and leadership teams. They report to the Deputy Director, Administrative Services and will directly supervise the Libraries’ Finance Team comprised of two financial assistants. This position is responsible for ensuring administrative and financial operations and policies successfully enact organizational values with regard to equity, diversity, and inclusion.

REQUIRED QUALIFICATIONS include:

• Advanced degree in a related field.
• Minimum of ten years of experience in financial and administrative management.
• Strong analytical and problem solving skills
• Initiative, flexibility, and the ability to work independently and collaboratively with all levels of staff across organizational boundaries in a continually changing environment.
• Ability to meet deadlines.
• Demonstrated ability to develop and maintain effective written documentation for complex processes.
• Strong written and oral communication skills, including effective presentation skills.
• Demonstrated interest in creating administrative and financial policies and procedures that enable equity, diversity, and inclusion.

PREFERRED QUALIFICATIONS:
• Experience in higher education or research libraries
• MIT experience
• Supervisory experience
• Project management experience

SALARY AND BENEFITS:

Salary commensurate with experience and qualifications. MIT offers excellent benefits including a choice of health and retirement plans, a dental plan, tuition assistance and a relocation allowance. The MIT Libraries afford a flexible and collegial working environment and foster professional growth of staff with management training and travel funding for professional meetings.

APPLICATION PROCESS:

Apply online at: http://careers.mit.edu/; applications must include cover letter and resume. Priority will be given to applications received by June 11, 2018; 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.

May 2018