

Job Description – MIT Job #24024

Functional Area:	Office of the Vice President for Finance, Headquarters		
Job Title:	Comms and Mktg Administrator 3	Position Title:	Communications Officer
Reports to:	Director of Communications	Prepared on:	May 2024
Salary Grade: 8	Salary Range: \$80,000 - \$100,000	Hours per week/status: 40/Exempt	

About the Office of the Vice President of Finance:

Join the MIT Office of the Vice President for Finance (VPF) and be part of a team dedicated to managing the Institute’s financial resources to support education, research, and innovation. At VPF, we prioritize excellence, integrity, and inclusiveness in our work and office culture.

VPF achieves goals through teamwork and collaboration, and we celebrate those successes together. Our team comprises professionals with diverse backgrounds and skill sets who share a passion for financial and administrative excellence.

VPF offers flexible work schedules with both remote and in-office work. A VPF staff member will spend 2-8 days per month in the office, depending on the position and specific team schedules. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT’s main campus. Commuter resources, including free MBTA passes and commuter rail discounts, are available to all employees.

MIT’s comprehensive benefits package demonstrates a commitment to our employees’ well-being. Our benefits include health and dental insurance, a 401(k) plan with employer match, an additional pension plan with 100% of contributions managed and paid for by MIT, paid vacations and holidays, and more.

Position Overview

The Communications Officer will identify and develop a variety of communications projects and programs that support the goals and objectives of the Office of the Vice President for Finance (VPF). The Communications Officer is responsible for creating, editing, and formatting print and electronic communications materials and presentations. The Communications Officer writes and edits content and creates graphics and designs for use across the spectrum of VPF communications projects. They will regularly maintain and update VPF websites and co-manage the development and production of presentations, reports, and other communications materials. In addition, the Communications Officer will join project teams within VPF to develop communications strategies (editorial and design) for the rollout of significant financial system or service changes to the MIT community.

Principle Duties and Responsibilities

- Serves as communications strategist responsible for executing projects and initiatives that align with strategic priorities and support VPF objectives
- Generates, edits, and proofreads content for newsletters and memos, PowerPoint presentations, websites, print publications, marketing materials, speeches/talking points, and emails to the MIT community, ensuring information is accurate, and messaging is consistent across platforms

- Supports efforts as a thought partner to a variety of stakeholders to create dynamic content for VPF and Institute-wide audiences
- Designs and creates graphic materials (charts, graphs, visuals, etc.) for print and digital platforms
- Supports efforts to maintain and update website content
- Applies understanding of multiple complex audiences when developing editorial and design content
- Supports efforts to develop and refine VPF's identity and brand
- Works with VPF subject-matter experts to develop appropriate communications related to the rollout of new financial systems and processes
- Develops promotional and informational materials for events, meetings, and programs
- Supports production of annual publications generated by VPF, including but not limited to the VPF Budget Book, the Report of the Treasurer, the Report to the President, and the Endowment Report to donors
- Offers key input on the review of VPF policies and procedures, updating existing documentation and documenting new policies and procedures as needed
- Collaborates with the VPF Practice and Process Improvement team on training materials and courses to support the implementation of new financial systems and processes
- Other duties and projects, as assigned

Qualifications

Required

- Bachelor's degree in related field
- At least five years of experience in journalism, communications, and/or public relations
- Superior writing and editing skills; ability to write in different voices and for different audiences
- Must be an active listener with the ability to translate complex concepts into precise and intuitive communications
- Strong graphic design skills with an ability to translate technical content into compelling visual narratives (charts, graphs, infographics, etc.)
- High level of computer skills required, including proficiency with Microsoft Office software (PowerPoint, Word, and Excel), MailChimp, Adobe Creative Suite, and ability to learn new platforms
- Knowledge of design and layout software (Adobe Creative Suite)
- Ability to remain well-organized and manage multiple projects simultaneously under tight deadlines
- Demonstrated adaptability and flexibility, and ability to reprioritize workload as necessary
- Strong interpersonal skills, demonstrated ability to thrive in collaborative environments and build positive relationships with key constituents within VPF and in the broader MIT community
- Ability to maintain a professional and respectful demeanor, exercise effective judgment, and deal with sensitive matters and confidential material with tact and diplomacy

Preferred

- Master's degree
- Knowledge of HTML and Drupal
- Familiarity with finance-related topics and communications
- Experience in an academic setting

Supervision Received

Reports to the Director of Communications

Supervision Exercised

None

Additional Information

MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.

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

MIT is unable to provide work authorization or visa sponsorship for this position.

This position has a six-month probationary period for new employees to the Institute.

Diversity, Equity, and Inclusion

VPF benefits from a diverse and engaged workplace and seeks to further enhance our community by employing individuals from varied backgrounds. VPF actively supports MIT's commitment to advancing a respectful and caring community that embraces diversity and empowers everyone to learn and do their best.

MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

VPF is Mission Focused

The Office of the Vice President for Finance (VPF) works to advance MIT's mission by supporting thoughtful stewardship and effective deployment of the Institute's financial resources. Forward-thinking and future-oriented, the office is working to create a seamless administrative experience for MIT colleagues and make it easier for them to comply with grant, accounting, and other applicable rules. VPF also seeks to enhance the quality of financial information available to MIT and is focused on providing services that are readily adaptable to the evolving demands of an increasingly global Institute.