Job Description – MIT Job #26061

Functional Area:	Office of the Vice President for Finance, Headquarters		
Job Title:	Mgmt 4, Strategic Advising	**Position Title:**	Director of Financial Policy and Engagement
Reports to:	Vice President for Finance	**Prepared on:**	September 2026
Salary Grade: 13	**Salary Range:** $176,970 - 241,310	**Hours per week/status:** 40/Exempt	

About the Office of the Vice President for 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. Depending on the position and specific team schedules, a VPF staff member will spend 2-8 days per month in the office. 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

Reporting to the Vice President for Finance, the Director of Financial Policy and Engagement will be responsible for leading the identification, development, modernization and implementation of financial policies supporting MIT's budget and financial operations, while also ensuring organizational readiness within the central finance workstream of Momentum, MIT's Enterprise Resource Planning (ERP) project.

The Director will assess where new or revised policies are needed, recommend policy changes that advance the Institute's strategic and compliance objectives, and ensure policies support effective day-to-day operations.

Working across VPF and with others throughout the Institute, the Director will lead an inclusive policy development process that considers the financial and administrative implications of proposed changes, engages appropriate decision-makers, and builds support among both Institute leadership and the DLCI community.

The Director will identify stakeholders impacted by the modernization of business processes, policies, systems, and technology that support finance, and assess varying needs for education and training with the ultimate goal of ensuring community members embrace the project's change journey. The Director will be responsible for closely coordinating with the Business and Digital Transformation Office (BDTO) to develop and implement multi-faceted change management strategies and plans to support stakeholder adoption of new ways of working across the Institute's central finance operations.

Principal Duties and Responsibilities

Financial Policy Development & Implementation

- Leads the development, review, and modernization of policies supporting MIT's budget and financial operations, with an initial focus on policy decisions required to support Momentum.
- Assesses existing financial policies and practices to identify where policies should be revised, retired, or newly developed to reflect evolving business needs, operating models, regulatory requirements, and Institute priorities.
- Recommends policy changes that strategically advance the Institute while balancing compliance, financial stewardship, operational effectiveness, and the ability of DLCIs to conduct day-to-day work efficiently.
- Evaluates the financial, administrative, strategic, and compliance implications of proposed policy changes, engaging colleagues across VPF and impacted DLCI stakeholders to understand operational realities and identify potential unintended consequences.
- Engages and influences appropriate leaders and decision-makers to communicate policy recommendations, builds alignment, and secures necessary approvals.
- Develops implementation approaches that translate approved policies into practical ways of working while facilitating effective adoption across the Institute.
- Monitors the effectiveness of implemented policies and recommends refinements based on stakeholder feedback, operational experience, compliance considerations, and evolving Institute needs.

Communication & Engagement

- Facilitates regular communication between the central finance workstream, BDTO, and broader MIT community.
- Conducts town halls, listening sessions, and feedback forums within the central finance workstream as well as with impacted stakeholders across MIT.
- Develops engagement strategies for proposed financial policy and process changes, ensuring perspectives from both decision-makers and those responsible for implementing policies in practice are incorporated.
- Translates and communicates complex financial, policy, and program information, including the rationale, implications, and expected outcomes of proposed changes, in clear, concise and accessible language for diverse audiences.
- Identifies and escalates concerns, risks, and roadblocks from within the central finance workstream as well as across the MIT community.

Process Alignment

- Documents current workflows within the central finance workstream and identifies where existing policies or practices may create barriers to effective future-state processes.
- Works with business process improvement teams to design new Momentum-enabled processes that align with approved financial policies and Institute objectives.
- Ensures user feedback is incorporated into system configuration and business process decisions.
- Evaluates proposed processes for their impact on DLCI administrative and financial operations, identifying opportunities to simplify work and avoid unnecessary administrative burden.
- Supports data migration planning and quality assurance specific to central finance.

Change Management & Adoption

- Supports organizational readiness assessments and change impact analysis for new systems, processes, and financial policies.
- Develops and delivers training materials tailored to central finance workflows and policy changes.
- Mentors and coordinates with department champions and super-users.
- Monitors adoption metrics and identifies resistance patterns early in order to inform mitigation strategies.
- Partners with stakeholders to identify implementation challenges and ensure approved policy changes are translated into clear, practical guidance for the MIT community.

Cross-Functional Coordination

- Attends regular Momentum steering committee and working group meetings.
- Coordinates closely with IT, finance, human resources, and relevant business units in DLCIs.
- Builds effective working relationships across VPF, BDTO, DLCIs, and Institute leadership to advance financial policy and process decisions.
- Navigates differing stakeholder perspectives and facilitates decisions where strategic, compliance, financial, and operational priorities may conflict.
- Manages timeline expectations and milestone tracking for the central finance workstream.
- Resolves conflicts between standardized processes and unit-specific needs while limiting customization.

Continuous Improvement

- Gathers post-implementation feedback and documents lessons learned.
- Supports hypercare and stabilization phases.
- Evaluates whether implemented financial policies and processes are achieving their intended outcomes and recommends enhancements based on performance data, feedback, and evolving Institute needs.
- Performs other duties and projects as assigned.

Qualifications

Required

- Bachelor's degree
- Minimum seven (7) years of relevant experience
- Working knowledge of ERP systems (SAP, Oracle, Workday, or similar)
- Proficiency with Microsoft Office Suite and project management tools
- Ability to learn new systems and technical platforms quickly
- Experience with data analysis and reporting tools to support informed decision making
- Strong organizational skills with the ability to manage a high volume of work, balance competing priorities, meet deadlines, and maintain attention to detail in a fast-paced environment
- Ability to exercise discretion, tact, and sound judgment when handling sensitive or confidential information
- Relationship Building: Ability to build trust with leadership, staff, and cross-functional teams and establish effective working relationships across a complex, decentralized academic and research environment
- Communication: Excellent written and verbal communication skills, with the ability to synthesize, translate, and present complex financial, policy, and technical information clearly, concisely, and effectively to diverse audiences, including senior leaders, decision-makers, and the broader MIT community
- Influence & Consensus Building: Demonstrated ability to influence without direct authority, manage up effectively, build consensus, facilitate decision-making across organizational boundaries, and secure stakeholder and leadership support for complex policy and operational changes
- Policy Development: Ability to identify policy needs, develop thoughtful recommendations, evaluate alternatives, and translate policy decisions into practical implementation approaches

- Strategic & Operational Judgment: Ability to assess and balance strategic objectives, compliance requirements, financial stewardship, and the practical administrative impact of proposed policies and processes
- Problem-Solving: Creative, pragmatic approach to addressing implementation challenges, with strong attention to detail and a commitment to accuracy and quality

Preferred

- Prior MIT experience
- Project Management Professional (PMP) or similar certification
- Training or instructional design background
- Bilingual capabilities (supportive for MIT's diverse community)
- Experience with enterprise financial or accounting systems such as SAP, Oracle, Brio Query, or Cognos
- Experience developing or implementing policies within a complex, decentralized organization

Supervision Received

Reports to Vice President for Finance

Supervision Exercised

Will provide supervision to the Training Specialist

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.

MIT is an equal employment opportunity employer

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.

All qualified applicants will receive equitable consideration for employment based on their experience and qualifications and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, or national or ethnic origin.

VPF is Mission Focused

The Office of the Vice President for Finance (VPF) advances 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.