

<b>Functional Area:</b>	Office of the Vice President for Finance, Treasury and Planning		
<b>Job Title:</b>	Mgmt 6, Treasury & Planning	<b>Position Title:</b>	Director of Treasury and Planning
<b>Reports to:</b>	Vice President for Finance	<b>Prepared On:</b>	July 2020
<b>Level: 13</b>	<b>Duration (if applicable):</b>	<b>Hours per week/status:</b> 40/Exempt	

**POSITION OVERVIEW**

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, this 165-person 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. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

Reporting to the Vice President for Finance, the Director of Treasury and Planning is a member of VPF’s senior leadership team and directs a team responsible for administration of the Institute’s debt portfolio, management of the working capital assets of the Institute, strategic financial planning, and special projects requiring sophisticated financial know-how and analytics. The position is a high-profile financial role at MIT entailing significant interactions with its senior leaders and extensive collaboration with other units inside and outside of VPF to assist with the development of the Institute’s annual budget, capital plan, major strategic initiatives and response to fiscal exigencies. The position requires very high levels of productivity and extremely strong strategic acumen and skills in managing staff and key external service providers, preparing crisp and compelling financial analyses, delivering presentations, and collaborating with colleagues.

**PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)**

Direct and lead the Treasury and Planning team in 5 key areas:

1. Debt Management and Capital Project Funding

- Direct analysis of financing options for capital projects and other initiatives (tax-exempt/taxable debt, equity, and leasing)
- Set strategic direction for and lead execution of bond issuances, including analysis and structuring and proposing debt, direct preparation of rating agency materials and lead collaboration with counsel, investment banks, and other external partners
- Identify and analyze trends in debt policy; oversee updates to policies and procedures
- Lead a team to track the Institute's debt and collaborate with colleagues and Institute leadership to ensure that the debt is correctly accounted for in the Institute's general ledger
- Design tools and processes to track and project cash flows related to deployment of debt and other Institute resources for capital improvement projects
- Ensure ongoing compliance with tax-exempt debt regulations
- Work with issuing authorities to satisfy debt-related compliance requirements
- Other duties as assigned

## 2. Cash Management

- Oversee and continuously enhance the Institute's cash flow monitoring and forecasting protocols to support the cash management function, including establishing acceptable risk parameters
- Oversee review and analysis of bank reports and expenditures to ensure the Institute meets its cash requirements and optimizes cash balances
- Lead team to monitor and manage daily cash position and ensure compliance with internal controls, policies, and procedures in day-to-day cash management process
- Oversee team to execute wires and ACH transactions and ensure documentation for activity is complete; when needed, serve as a back up for approving banking transactions
- Manage and evaluate salient external service providers

## 3. Financial Planning

- Direct team to maintain and validate MIT's long-range financial model, using as necessary to set and support strategic decision making
- Lead collaboration across other units at MIT to evaluate impacts of various financial options on the Institute's financial sustainability
- Oversee other projects requiring sophisticated analyses of the financial dimensions of strategic opportunities, or the formulation of strategies to mitigate fiscal exigencies
- Other duties as assigned

## 4. Strategic Management of MIT's Non-endowed Assets

- Work closely with the MIT Investment Management Company (MITIMCo) to generate acceptable returns with an appropriate level of risk for the non-endowed financial portfolio, including working capital, borrowed proceeds, and other cash sources
- Collaborate closely with MITIMCo, the VPF and EVPT, General Counsel and Tax, among others, to deploy assets to most effectively and efficiently support strategic initiatives such as real estate acquisition and development, the capital plan, and other Institute priorities, while always ensuring adequate liquidity to cover current and future cash needs under normal and stress scenarios, minimizing adverse tax and rating implications

## 5. Internal Relationship Management and Communication

- Lead relationships with internal Institute teams, importantly MITIMCo, General Counsel, Campus Construction, Campus Planning, Infrastructure Business Operations, Budget and Financial Analysis, Financial Accounting and Reporting, and others to maintain effective lines of communication and collaboration that will most effectively enable VPF's support of MIT's mission
- Lead, cultivate and maintain relationships with external entities such as operating and investment bankers, legal counsel, and rating agencies
- Oversee reporting on debt, liquidity and compliance activities to rating agencies, investment banks and other Institute partners
- Educate internal and external colleagues on requirements of tax-exempt and taxable financing
- Other duties as assigned

## QUALIFICATIONS

### Required:

- At least 10 years' experience in treasury or capital-related management and analysis
- Superlative analytical and investigative skills
- Excellent written and oral communication skills; ability to collaborate with colleagues and clients to effectively implement Office of the Vice President for Finance procedures, requirements and deadlines
- Ability to develop and maintain excellent working relationships with clients and other individuals

- Demonstrated ability to act as a conscientious manager, strong role model, and engaged mentor in order to provide a positive working and learning environment for staff
- Strong teamwork orientation, including respect and understanding for the work of other team members, awareness of deliverables and deadlines and a willingness to cooperate in the fulfillment of joint objectives
- Excellent oral, written, and interpersonal skills and the ability to deliver complex presentations and information to broad audiences, including senior leadership
- Advanced experience with Microsoft Excel, PowerPoint, and Word

**Preferred:**

- Master of Business Administration (MBA) or equivalent
- Certified Treasury Professional (CTP)
- Knowledge of university budget process, non-profit accounting procedures and financial analysis techniques
- Experience with data reporting and analysis software
- Experience with SAP, Brio Query or Cognos, SQL, and Access

**SUPERVISION RECEIVED**

Receives supervision from Vice President for Finance

**SUPERVISION EXERCISED**

Leads a team of Financial Treasury Analysts

A background check (including checking criminal records) will be required for the final candidate.

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

This position has a 6-month probationary period for new employees to the Institute.

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.

*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.*