

OFFICE OF THE VICE PRESIDENT FOR FINANCE



Functional Area:	Office of the Vice President for Finance, Administrative Operations and Services		
Job Title:	Comms and Mktg Administrator 4	Position Title:	Senior Communications Officer
Reports to:	Senior Manager of Communications	Prepared On:	December 2020
Grade: 9	Duration (if applicable):	Hours per week/status: 40/Exempt	

GENERAL 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.

POSITION OVERVIEW STATEMENT

The Senior Communications Officer will lead implementation of communications projects and programs that support the goals and objectives of the Office of the Vice President for Finance (VPF). The Senior Communications Officer is responsible for creating, editing, and producing high caliber print and electronic communications materials and presentations. The Senior Officer writes and edits content, and creates graphics and designs for use across the spectrum of VPF communications projects.

Will regularly maintain and update the VPF website and co-lead the development and production of newsletters, reports, and other communications materials. In addition, the Senior 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.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Serves as communications strategist responsible for executing projects and initiatives that align with strategic priorities and deliver in support of VPF objectives
- Generates, edits, and proofreads content for internal and external newsletters, website, print publications, marketing materials, and emails to the MIT community, to ensure information is accurate and messaging is consistent across all communications/marketing platforms
- Supports efforts as a thought partner to VPF senior leadership to create dynamic presentations for VPF and Institute-wide audiences
- Designs and creates print and digital specifications for graphic materials and deploys across print, web, and email platforms
- Plays a key role in maintaining and updating website content, interacting with technical and business staff to develop and update content on an ongoing basis
- Applies understanding of multiple complex audiences in editorial and design content development across multi-media
- Supports efforts to develop and refine VPF's identity and brand

- Leverages partnerships with other communications and marketing stakeholders across the Institute; serves as a member of Executive Vice President and Treasurer (EVPT) communications group
- 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 Institute Treasurer's Report, the Report to the President, and the Endowment Report to donors
- Reviews VPF policies and procedures, updating existing documentation and documenting new policies and procedures as needed
- May advise and/or train others on use of print and digital platforms
- 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 seven 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
- Superb graphic design skills
- High level of computer skills required including proficiency with Microsoft Office software (PowerPoint, Word, and Excel), MailChimp, Adobe Creative Suite, Drupal, and ability to learn new platforms
- Knowledge of design and layout software
- Must be an active listener with the ability to translate complex concepts into precise and intuitive communications
- 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 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 to deal with sensitive matters and confidential material with tact and diplomacy

Preferred:

- Master's degree preferred
- Knowledge of HTML and Drupal
- MIT experience is strongly preferred

SUPERVISION RECEIVED

Receives supervision from the Senior Communications Manager

SUPERVISION EXERCISED

None

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.