

Position Description
MASSACHUSETTS INSTITUTE OF TECHNOLOGY
SCHOOL OF HUMANITIES, ARTS, AND SOCIAL SCIENCES

Position Title: Director of Community Engagement and Organizational Development

Job Title: Mgmt 3, HR Generalist

Pay Grade: 10

Effort: 100%

Hiring Range: \$103,000 - \$140,000

Position Overview Statement:

The Director of Community Engagement and Organizational Development will play a critical role in cultivating an inclusive, vibrant, and supportive culture that attracts, develops, and retains exceptional talent. This leader will spearhead initiatives to elevate employee engagement, foster a strong sense of community, and implement talent management strategies aligned with MIT's core values and long-term goals. As a pivotal member of the leadership team, the Director will oversee programs in talent development, inclusion, and engagement, creating a workplace that is both connected and empowering.

Community Engagement Responsibilities:

- Partners with the Associate Dean for Faculty to advance the School's broader Equity and Inclusion strategy alongside MIT's institutional goals.
- Develops and coordinates School-wide Equity and Belonging initiatives. Engage stakeholders to establish shared priorities, build sustainable infrastructures, address intersectional considerations, and create accountability systems.
- Acts as a key resource for community interpersonal relations and belonging, offering problem-solving, training and consultative support to DLCs to enhance equity practices and culture.
- Develops and delivers trainings, consulting services, and accessible resources to develop skills in engaging effectively within DLCs, fostering an environment of continuous learning and improvement.
- Creates avenues for community feedback, including climate surveys, town hall meetings, and other forums to encourage dialogue, inclusion, and collective growth.
- Collects and assesses data from various sources to identify trends, measure progress, and highlight areas for improvement in Diversity, Equity and Belonging initiatives.
- Drives initiatives that enhance community bonds, expands knowledge and skills in Equity and Belonging, and supports the academic, career, and personal development of SHASS members.
- Serves as the primary contact to the Institute Community & Equity Officer (ICEO) on matters related to Equity and Belonging, fostering alignment and collaboration on institute-wide goals.

Organizational & Talent Development Responsibilities:

- Leads strategic talent and leadership initiatives. Drives impactful programs that foster talent and leadership development, workforce planning and organizational effectiveness, ensuring MIT's diverse staff are fully engaged and supported to reach their highest potential.
- Develops and executes an inclusive leadership strategy aligned with MIT's mission and culture to build a strong internal leadership pipeline, enhance retention of high performing staff, and support career progression.
- Partners with key stakeholders to design and deliver tailored learning solutions to meet the specific needs of SHASS staff, adding value across all DLCs.
- Increases the visibility of talent development offerings by creating clear and engaging materials that effectively communicate available programs, resources, and services across SHASS.

- Other duties as needed.

Supervision Exercised:

May manage a staff member.

Supervision Received:

Reports to the Assistant Dean for Human Resources and Administration.

Required Education and Experience:

- Bachelor's degree in related field; graduate degree preferred.
- Minimum 7 years of experience in consulting and training.
- Experience applying talent management, change management, organizational design and workforce planning principles in large organization.
- Demonstrated ability to assess organizational culture and implement appropriate interventions.
- This position calls for a visionary leader with expertise in community building, human resources, and organizational development, along with a demonstrated history of launching impactful programs that enhance employee well-being, promote professional growth, and build a sense of belonging across diverse teams.

Skills and Competencies:

- Strong interpersonal and communication skills, including the ability to build rapport and credibility across a culturally diverse range of constituencies.
- Ability to lead and coordinate multiple projects from concept to completion, ensuring alignment with organizational goals and timelines.
- Skilled at guiding teams and individuals through organizational transitions, ensuring smooth implementation of new strategies and processes.
- Proficient in collecting, analyzing, and interpreting organizational data to inform decision-making and drive continuous improvement.
- Experience designing and delivering training programs to develop staff skills, enhance team performance, and align with organizational objectives.
- Adept at resolving interpersonal or group conflicts with tact and diplomacy, while maintaining positive working relationships.
- Skilled in identifying key stakeholders, understanding their needs, and managing their expectations throughout organizational initiatives.
- Proficiency in managing and promoting a diverse, inclusive work environment, and supporting initiatives to foster equity and inclusion across the organization.

Technical Skills:

- Proficiency with standard office software applications and database tools.

Preferred Experience:

- Experience in a higher education setting strongly preferred.