Position Overview:
**Biomanufacturing Program Coordinator (BPC)**, Center for Biomedical Innovation, to work closely with the Director and Associate Director (AD) to manage two complex, multi-stakeholder consortia (BioMAN and CAACB) comprised of over 25 sponsors. The BPC will work in a collaborative team environment and will be responsible for ensuring successful program operations, member management, workshop and meeting planning and management, and other duties as directed. S/he will also develop and execute a communication strategy to highlight the Programs’ objectives and accomplishments both internal and external to MIT.

The BPC will oversee the day-to-day operational aspects of the consortia. This position is funded by research and will be an annual position with opportunity for renewal dependent upon funding.

Principal Duties and Responsibilities (Essential Functions**):
The candidate for this position will perform the following essential functions:

1) Program Communications:
   - Liaise with faculty, staff, and students to gather and compile technical documentation for use in reporting, presentations, research projects or member updates. May conduct publication reviews, edit reports, etc.
   - Responsible for timely delivery of annual reports, progress reports, and other material; will keep researchers, faculty, and other stakeholders on established timelines, work with MIT administration to interact with sponsors, etc.
   - Develop regular communications to increase awareness of the consortia and projects internally and externally. This may include:
     - Managing broad-based, complex email communications to internal and/or external audiences
     - Create forums (including newsletters, social media) for ongoing open communication between sponsors and CBI
   - Using established content, create and edit presentations and meeting materials for distribution to members, potential members, and other stakeholders. May interpret scientific content to lay audience documents.
   - Responsible for creating and distributing summary documents used to inform the CBI community of program activities and to promote membership, including member data organization and management

2) Membership Management:
Work with Director and AD and program-specific collaborative teams to identify, cultivate, and steward corporate and regulatory supporters, including:
   - Supporting new member recruitment strategies, performing research on prospective members, facilitating external outreach with prospective members; follow up and develop relationships with potential new donors.
   - Lifecycle management of all members in two consortia (BioMAN and CAACB) with rolling membership, including: facilitating contract completion, invoicing, renewal process, and member closeout. Acts as point person with other MIT units, including OSP, SSRC. Accountable for all MIT, SSRC, and CBI system member management.
   - Responsible for relationship management with consortia members; including, outreach, communications, responding to inquiry, facilitating introductions/conversations with MIT faculty and other MIT units. Accountable to membership as point of contact for day-to-day activities.
   - Accountable for billing process, renewals and termination; work closely with SSRC, MIT VPF & MIT OSP to ensure billing information is current, assess and resolve outstanding payment and/or renewal issues, and provide regular reports on status and any related program risks to the Director or AD
   - Proactively identify concerns with Director, AD, or others; works to resolve concerns using judgment and professional expertise
   - Accountable for maintaining contact databases for the consortia, including those created to support specific research projects; ensure accuracy and timely updates
3) Program Event Coordination
For minimal supervision, the BPC will organize, plan, and facilitate all consortia-related conferences, workshops, working group sessions and symposia. These events range in size and scope; however, specific duties may include:

- Work with the faculty, staff and other organizers to ensure a successful process for development and execution of each event throughout the lifecycle of that event.
- Responsible for invitee outreach, including: RSVP process, registration, directions, etc.
- Develop, plan, and support all logistics for multi-day events and manage all event communications and PR with support as needed; may supervise and coordinate third party vendors to achieve meeting goals.
- Design and distribute post-event surveys, evaluating data, communicating output to the AD and the organizing committee
- May travel to conference sites to support activity (<15%); will require nights and weekends as scheduled

4) Program-related Operations/Other
- Facilitate the development, track progress, and organize activities in support of the annual goals of the consortia as directed by Director or AD; redirect activities within the organization
- Support and coordinate multi-stakeholder collaborative research projects; monitor and troubleshoot projects from initiation through completion, manage changes as needed to meet scientific goals of each program.
- Responsible for document maintenance and storage for all consortia activities
- Attend and document all project-related meetings
- Other duties as required

**Supervision Received:**
Director will supervise the BPC.

**Supervision Exercised:**
No supervision (hire/fire decisions) required

**Qualifications & Skills:**
**REQUIRED:**
- BA or BS degree, science or engineering preferred; masters degree a plus
- At least 5 years of related experience in research or program coordination, and experience in higher education, including working with faculty
- Excellent oral and written communications skills
- Ability to interact effectively with faculty and staff at all levels
- Good consulting, facilitating, and leadership skills
- Ability to influence and to resolve conflicts with a win/win attitude
- Ability to work with confidential information
- Self-motivated, well organized, and attentive to detail
- Software: MS Project, Excel, Powerpoint, website development software, social media, web-based event management tools
- Travel to conference sites to support activity (<15%); will require nights and weekends as scheduled
- Strong interpersonal skills including meeting management and project administration.

**To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.**

Candidates must submit applications via the MIT human resources website.