

MIT Position Description

Job Title: Mgmt 3, Business Development	Position Title: Associate Director, MITEI Member Relations
Pay Grade: 10	% Effort or Wkly Hrs: 100.0%
Department: MIT Energy Initiative	Reports to: Director, MITEI Member Relations
Prepared by: Sarah Macleod	Date: October 2025

Position Overview

As MIT’s hub for energy research, the MIT Energy Initiative (MITEI) addresses global energy challenges in collaboration with industry members, who represent energy, power, infrastructure, heavy equipment, electronics, automotive, insurance and other companies committed to zero- and low-carbon energy solutions. MITEI has played a critical role in leading MIT’s energy research for 19 years and has deployed close to \$1 billion in that time through partnership with ~130 companies and government agencies. The depth and breadth of MITEI’s relationships with member companies make MITEI a unique consortium among MIT’s peer institutions. As a result of MITEI’s work with member companies, more than \$30 million in energy research funding has been disbursed to the MIT campus since the beginning of FY25. MITEI’s Member Relations team is therefore critical to the continued success of MITEI, which is more important than ever as a funding source for MIT energy researchers in light of cutbacks at the federal government.

The Director (supervisor for this position) and Associate Director (this position) of the MITEI Member Relations group are responsible for finding, cultivating, and recruiting new company prospects for MITEI. They also oversee all aspects of retention for MITEI’s industry members and, in some cases, grow these relationships to include increased commitments by members to supporting MIT’s sponsored research. A central function of the Director and Associate Director is educating companies about the technical work conducted through MITEI’s programs in fields like carbon management, energy storage, electrification, nuclear fusion and fission, renewables, biofuels and e-fuels, energy infrastructure, data centers, and techno-economic analysis and lifecycle assessments of energy solutions. Building on their deep technical knowledge of energy and power sectors, the Director and Associate Director also identify potential engagement between member companies and MIT faculty and researchers who have the expertise to advance technologies or solve problems related to the decarbonization challenges faced by the companies. The Director and Associate Director also deploy their understanding of the domestic and international economic and policy forces affecting energy and power sector companies to anticipate new research areas for MITEI and to advise MITEI’s leadership team about strategic initiatives that could lead to enhanced sponsored funding that would benefit MIT. The activities of the MITEI Director and Associate Director for Member Relations have a global reach and require them to work with and recruit companies from North America, Latin/South America, Europe, the Mideast, India, Southeast Asia/Asia Pacific, and Africa. The Director and Associate Director possess soft skills and cultural awareness that enable them to adapt to the different needs, outlooks, and expected protocols at companies across not only diverse energy sectors, but also across wide geographies.

Under the supervision of the Director of Member Relations, the Associate Director will manage and, in some cases, informally lead parts of the established Member Relations team. The Associate Director’s duties may include, but not be limited to, business development, member engagement, identification of

necessary strategic initiatives for MITEI, development of research portfolios with companies, contractual affairs, and overall member satisfaction, all in accordance with MITEI's strategy, its decarbonization mission, and its operational model.

This role requires attendance onsite at MIT in the MITEI offices for 3 or more days per week.

Principal Duties and Responsibilities (Essential Functions)

The Associate Director's primary activities include supporting all aspects of member relationship and member recruiting for MITEI, including, but not limited to:

- Serving as a knowledgeable and trustworthy stand-in for the Director of Member Relations when requested by the Director or MITEI leadership
 - Retaining MITEI members at the Founding, Sustaining and Associate levels and retaining Future Energy Systems Center members through close attention to members' evolving technical interests
 - Relationship-building with members' key points of contact, technical subject matter experts, and executive leadership
 - Understanding members' business models and their objectives for engaging with MITEI
 - Discovering members' technical and research interests in energy, power, decarbonization, carbon management, and energy economics and policy.
 - Leading calls with members, hosting visits for members, and travelling occasionally to members or to conferences being attended by members or prospects
 - Developing combined technical and business development slide decks and delivering oral presentations to members' contacts, company executives, and MIT faculty and researchers.
 - Delivering oral presentations at conferences hosted by MITEI, or other parts of MIT, such as ILP
 - Proposing avenues for increasing members' research and educational investments
 - Building and maintaining effective, positive relationships with MIT faculty, researchers and staff in departments, labs, and centers that focus on energy, power, infrastructure, mobility, policy, climate change mitigation, and decarbonization.
 - Relationship building at MIT with programs that are associated with MITEI and its technical and policy missions, such as CEEPR, CS3, MCSC, the Mobility Initiative, and the Climate Project
 - Maintaining strong, respectful, and collegial relationships with ILP, TLO, and OSATT.
 - Relating evolving industry challenges to research directions, individual research projects, and new opportunities at MITEI
 - Developing an understanding of MITEI member agreements and contracts and the underlying principles.
 - Documenting member account, engagement activity, and associated research projects in Salesforce and maintaining careful written records of all contacts with members/prospective members in a shared system.
 - Developing familiarity with MITEI members' financial reports
 - Understanding and supporting the annual Seed Fund process (commingled member funding opportunities for technical innovation projects)
 - Working within a team comprised of people with complementary skill sets, towards the common goal of member satisfaction and service.
 - Working in a flexible manner to support the full range of member relations activities across multiple geographies (North America, Latin America, Europe, the Mideast, India, and Asia)
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- Fielding detailed technical inquiries from members, discovering clarifying information, and finding the appropriate resource within MITEI and MIT to provide timely answers
- Assisting at MITEI member events and helping to develop targeted member events
- Contributing to the development of member marketing, onboarding, and support materials
- Assisting the Director in identifying and prioritizing new member prospects
- Assisting the Director in developing and executing strategic sales plans to close new memberships at various membership levels
- Communicating, marketing, and selling new MITEI energy research engagement opportunities, such as new strategic technical initiatives in sustainable fuels and data center power.
- Tracking shifts in MITEI members' business outlooks (through conversations and familiarity with news reports) to identify new technical areas that may interest company executives in increasing their sponsored research investments with MITEI
- Remaining up-to-date on domestic and international policy and economic forces affecting energy and policy sector companies and on the emergence of new energy technologies

Supervision Received

Position reports to the Director of Member Relations

Supervision Exercised

The position does not have any direct reports

Qualifications and Skills

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Undergraduate degree in engineering or physical/chemical science
- Familiarity with the technical aspects of at least one energy sector (e.g., energy supply, power, storage, grid management, renewables)
- Familiarity with the main challenges and solutions for decarbonizing energy sources and uses
- 5-7 years experience in program management and account management/support
- Experience in business development
- Proven ability to work collaboratively on a small, versatile team
- Outstanding written and oral communications skills
- Mastery of Microsoft Powerpoint, Excel, and Word software
- Intellectual curiosity and willingness to learn
- Willingness to participate in occasional early morning or after-hours social events in conjunction with member visits to MIT or MITEI conferences
- Willingness to attend occasional evening Zoom calls with member company representatives located in distant time zones

PREFERRED EDUCATION AND EXPERIENCE:

- MBA degree or a technical master's degree and 5 years of private sector experience
 - Conversational fluency in a foreign language or experience with other cultures
 - Familiarity with Salesforce
 - Knowledge of MIT research and faculty
 - Knowledge of U.S. energy policy
 - Knowledge of energy startup culture
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