**OFFICE OF THE VICE PRESIDENT FOR RESEARCH**

**DIRECTOR OF COST ANALYSIS**

*Cambridge, Massachusetts*

*The mission of MIT is to advance knowledge and educate students in science, technology, and other areas of scholarship that will best serve the nation and the world in the 21st century.*

*The Institute is committed to generating, disseminating, and preserving knowledge, and to working with others to bring this knowledge to bear on the world's great challenges. MIT is dedicated to providing its students with an education that combines rigorous academic study and the excitement of discovery with the support and intellectual stimulation of a diverse campus community. We seek to develop in each member of the MIT community the ability and passion to work wisely, creatively, and effectively for the betterment of humankind.*

**THE SEARCH**

The Massachusetts Institute of Technology, one of the nation's pre-eminent research universities seeks a collaborative, results-driven leader to serve as its next Director of Cost Analysis (Director).

Reporting to the Senior Advisor to the Vice President for Research and the Assistant Provost for Research Administration the Director will be a key member of the Vice President for Research's (VPR) leadership team and will manage a small team of financial professionals. The Director is responsible for providing advice, guidance, and training to the Institute's senior leadership and the MIT community on the application of Federal cost principles, Federal regulations, and costing issues; and for conducting complex financial analyses to support decision-making. They will be MIT's primary point of contact with its cognizant Federal agency, the Office of Naval Research (ONR), and its cognizant Federal auditors, the Defense Contract Audit Agency (DCAA), and will direct development, submission, audit support, and negotiation of MIT's Facilities and Administrative (F&A), Employee Benefits (EB), and Research Vacation Accrual (VA) rates.

The next Director must understand the value, importance, and challenges of supporting world class researchers while meeting the complex costing and reporting requirements of a leading research university. The successful candidate will possess excellent interpersonal and communication skills, critical problem-solving abilities, and bring a demonstrated track record of cross-campus collaboration. In addition, the Director must be able to lead and motivate others towards the accomplishment of shared goals in support of MIT's mission. The successful candidate will possess deep cost analysis expertise and broad managerial experience combined with a collegial style that engenders trust and fosters collaboration.

MIT has engaged the executive search firm Isaacson, Miller to lead this important search. Inquiries, nominations, and applications, which will remain confidential, should be directed to the search firm as indicated at the end of this document.

**MASSACHUSETTS INSTITUTE OF TECHNOLOGY**

MIT's first students enrolled in 1865, marking the culmination of an extended effort to establish a new kind of educational institution relevant to an increasingly industrialized nation. The MIT motto "Mens et Manus," Latin for "Mind and Hand," expresses the Institute's ideal of a productive continuum between reflection and action. In the land-grant tradition, MIT promoted teaching coupled with research, focusing attention on real-world problems, and forging the notion of the teaching laboratory.

MIT is independent and co-educational, with a private endowment of over $27.4 billion, a total annual operating revenue of approximately $4 billion, and a workforce of approximately 11,855 on campus and 3,867 at Lincoln Laboratory. MIT focuses on scientific and technological research and is divided into five schools—comprising more than 30 academic departments as well as interdepartmental programs, laboratories, and centers—and one college. The schools include Architecture and Planning; Engineering; Humanities, Arts and Social Sciences; Science; and the Sloan School of Management. Fall of 2019 marked the opening of the MIT Steven A. Schwarzman College of Computing. The Schwarzman College is a bold initiative to accelerate pioneering research and innovation in computing, build a profound awareness of the ethical implications and societal impact of computing, and, above all, educate leaders for the algorithmic future.

MIT alumni and alumnae bring a rare combination of technical mastery and creativity to the solution of complex problems in the commercial, academic, and civic sectors. A study released in February 2009 by the Kauffman Foundation estimated that MIT graduates had founded 25,800 active companies. These firms employed about 3.3 million people, and generated annual world sales of $2 trillion, or the equivalent of the eleventh-largest economy in the world. Distinguished alumni include Apollo 11 astronaut Buzz Aldrin, former U.N. Secretary General Kofi Annan and former Federal Reserve Bank Chairman Ben Bernanke.

MIT current and former faculty are distinguished for their groundbreaking research and have received some of the highest honors bestowed upon individuals for contributions to science, engineering, the humanities, and social sciences, including: the National Medal of Science, National Medal of Technology and Innovation, John Bates Clark Medal, Pulitzer Prize, A.M. Turing Award, Millennium Technology Prize, Guggenheim Fellowship, Fulbright Scholarship, and MacArthur Fellowship. Most notably, 32 present and former members of the MIT faculty have received the Nobel Prize, including nine current faculty members (recognized individually or as part of a team). Close to 350 current MIT faculty hold membership in some of the most distinguished scientific and academic associations, including the

National Academy of Sciences, National Academy of Engineering, and the National Academy of Medicine.

MIT is located on the north shore of the Charles River Basin in Cambridge, Massachusetts on 168 acres that extend more than a mile along the Charles River. The central group of interconnecting buildings, dedicated in 1916, was designed by architect W. Welles Bosworth (Class of 1889) to permit easy communication among schools and departments.

MIT is committed to the principle of equal opportunity in education and employment. As of June 2020, MIT's non-faculty population was 45 percent female, 14 percent international, and 10.4 percent self-reported as being from underrepresented U.S. minority groups.

**FACULTY**

MIT has 11,594 faculty and staff on campus. The Institute has approximately 1,069 faculty members holding the ranks of professor, associate professor, or assistant professor. Of those, approximately 270 are women. MIT has another 955-teaching staff with appointments of senior lecturer, lecturer, professor emeritus, instructor, professor of the practice, and adjunct professor.

Many MIT faculty and staff are international scholars (i.e., non-US citizens, non-US permanent residents) from around the world who come to the United States for teaching, research, collaboration, and other purposes. This diverse group of professionals includes visiting scientists, professors, artists, and scholars, as well as postdoctoral fellows and associates, lecturers, instructors, research associates and scientists, and tenure-track faculty. During academic year 2020–20121, MIT hosted 1,866 international scholars (75 percent men, 25 percent women) from 83 countries. In addition, MIT's Lincoln Laboratory is a federally funded research and development center.

**STUDENTS**

During the 2021-2022 academic year, MIT enrolled 11,934 students, including 4,638 undergraduates and 7,296 graduate students. The undergraduate population was 48 percent female, and 56 percent self-reported as being from underrepresented U.S. minority groups. The graduate population was 38 percent female, and 21 percent reported as being from underrepresented U.S. minority groups. MIT practices need-blind admissions for all applicants and meets 100 percent of demonstrated financial need for admitted students through several types of aid. Approximately 78 percent of students graduate debt-free.

Almost all MIT students, both graduate, and undergraduates, engage in research. Under the auspices of the Undergraduate Research Opportunities Program (UROP), about 60 percent of undergraduate students complete at least one significant research project prior to graduation, working in collaboration

with a faculty member, research staff, and the graduate students involved in the project. As a cornerstone of MIT is pushing the boundaries of knowledge and possibility, MIT values research as a potent form of learning by doing. Through co-curricular opportunities and experiences, including student organizations, events, cross-cultural education, civic engagement, and leadership development, students gain invaluable skills and experiential knowledge that they will continue to develop during their time on campus and beyond as future leaders.

**STAFF**

MIT employs approximately 8,000 staff members in a variety of non-faculty roles: Administrative, Clinical, Support, and Service. Employees provide ongoing support for the work of faculty and to the educational mission for students. In addition, MIT employs about 3,700 staff members dedicated to research, plus about 1,400 postdoctoral scholars.

**THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH**

The Office of the Vice President for Research is responsible for the stewardship of MIT's research enterprise. Its mission is to:

- Foster an outstanding research environment for MIT's faculty, students, and staff;
- Foster strong, fruitful relationships with research sponsor groups, including federal agencies, Congress, industry, foundations, Massachusetts and foreign governments;
- Enable major research initiatives that cut across the Institute, including line management of inter-school labs/centers/institutes;
- Maintain a research administration, policy & compliance infrastructure whose excellence matches that of MIT's research itself.

The Vice President for Research has overall responsibility for research administration and policy at the Institute and oversees: MIT Lincoln Laboratory and more than a dozen interdisciplinary research laboratories and centers, including the Koch Institute for Integrative Cancer Research, the MIT Energy Initiative and Environmental Solutions Initiative, the Plasma Science and Fusion Center, the Research Laboratory of Electronics, and the Haystack Observatory. Research Administration Services, the International Scholars Office, Division of Comparative Medicine, among others, report to the Vice President for Research. The VPR is responsible for research integrity and compliance and plays a central role in research relationships with the federal government. In addition, the VPR is responsible for the oversight of MIT's Plan for Action on Climate Change.

**LEADERSHIP**

Maria Zuber is the E. A. Griswold Professor of Geophysics and Vice President for Research at MIT, where she is responsible for research administration and policy. She oversees MIT Lincoln Laboratory and more than a dozen interdisciplinary research laboratories and centers, including the Koch Institute for Integrative Cancer Research, the MIT Energy and Environmental Solutions Initiatives, the Plasma Science and Fusion Center, the Research Laboratory of Electronics, the Institute for Soldier Nanotechnologies, Haystack Observatory, and MIT.nano. She leads MIT's Climate Action Plan. Vice President Zuber is also responsible for intellectual property and research integrity and compliance, as well as research relationships with the federal government.

Zuber's research bridges planetary geophysics and the technology of space-based laser and radio systems. Since 1990, she has held leadership roles associated with scientific experiments or instrumentation on ten NASA missions, most notably serving as Principal Investigator of the Gravity Recovery and Interior Laboratory (GRAIL) mission.

Zuber holds a B.A. from the University of Pennsylvania and an Sc.M. and Ph.D. from Brown. She has won numerous awards including the MIT James R. Killian Jr. Faculty Achievement Award, the highest honor the MIT faculty bestows to one of its own. She is a member of the National Academy of Sciences and the American Philosophical Society, and is a fellow for the American Academy of Arts and Sciences, the American Association for the Advancement of Science, the Geological Society, and the American Geophysical Union. In 2019, she was awarded the Gerard P. Kuiper Prize, Division for Planetary Sciences of the American Astronomical Society.

Vice President Zuber is the first woman to lead a science department at MIT and the first to lead a NASA planetary mission. In 2004, she served on the Presidential Commission on the Implementation of United States Space Exploration Policy. In 2002 Discover magazine named her one of the 50 most important women in science and, in 2008, she was named to the USNews/Harvard Kennedy School List of America's Best Leaders. In 2013, President Obama appointed her to the National Science Board, and in 2018 she was reappointed by President Trump. She served as Board Chair from 2016-2018. In 2021, President Biden appointed Zuber to co-chair the President's Council of Advisors on Science and Technology (PCAST).

**THE ROLE**

The Director of Cost Analysis is responsible for providing advice, guidance, and training to the Institute's senior leadership and the MIT community on the application of Federal cost principles, Federal regulations, and costing issues; and for conducting complex financial analyses to support decision-

making. They will be MIT's primary point of contact with its cognizant Federal agency, the Office of Naval Research (ONR), and its cognizant Federal auditors, the Defense Contract Audit Agency (DCAA), and will direct development, submission, audit support, and negotiation of MIT's Facilities and Administrative (F&A), Employee Benefits (EB), and Research Vacation Accrual (VA) rates. They will be a key member of the Vice President for Research's leadership team and will manage a small team of financial professionals.

**Principal Duties and Responsibilities**

The Director of Cost Analysis primary duties are to:

- Lead and ensure consistent and compliant development of complex financial/analytical cost accounting studies and independently design and complete cost studies to meet the ongoing and evolving needs of MIT and its senior leadership;

- Lead the development and delivery of training aimed at educating the MIT community on the intersection of their job responsibilities and Federal regulations and cost related issues;

- Act as a resource, mentor, trainer, and subject matter expert to all VPR/RAS staff on issues related to Federal cost principles and MIT financial policies;

- Maintain supporting documentation for Institute costing policies and procedures and develop revisions, as necessary to MIT's cost accounting disclosure statement (DS2);

- Lead the timely development, analysis, audit, and negotiation of MIT's Employee Benefits (EB), Research Vacation Accrual (VA), Facilities & Administrative (F&A), and Interdepartmental Administrative Allocation (IDL) rates;

- Ensure appropriate support of all DCAA and sponsor driven audits, as well as the R&D portion of the Institute's annual "Single Audit" (formerly A-133) ensuring development and/or provision of supporting documentation, assisting auditors in understanding MIT costing practices, and coordinating and attending auditor site visits, as necessary;

- Manage and/or support ad hoc functions and the administration of the Office of Cost Analysis and the Office of the Vice President for Research, as necessary.

**THE SUCCESSFUL CANDIDATE**

MIT seeks a strategic, collaborative individual with in-depth experience in a complex higher education environment. The incumbent will have leadership experience in a fast-paced, customer service-oriented setting. The successful candidate will bring the following skills and qualities:

**Required**

- A bachelor's degree in business administration/accounting;
- A minimum of ten years of high-level responsibility in university cost accounting/analysis in a major research university environment;
- Extensive knowledge of university costing issues, Federal regulations and cost principles --- Uniform Guidance (UG)/Federal Acquisition Regulation (FAR)/Cost Accounting Standards (CAS);
- Exceptional management and interpersonal skills, extensive supervisory experience;
- Strong consultative, team building, and leadership skills;
- Effective and proven writing and presentation skills;
- Excellent analytical, project management, problem-solving, and organizational skills;
- Demonstrated ability to; proactively and independently identify issues and follow them through to resolution;
- Demonstrated ability to develop and clearly communicate complex financial analyses;
- Demonstrated ability to juggle multiple priorities; maintain high standards of professionalism under pressure; and foster cooperative partnerships with peers;
- Proficiency with standard office software applications and database applications is necessary.

**Preferred**

- Master's degree

- Familiarity and experience with MIT systems and tools.

**TO APPLY:**

Inquiries, nominations, and applications should be sent in strict confidence to:

Dan Rodas, Partner
Gail Gregory, Managing Associate
Isaacson, Miller
https://www.imsearch.com/8848

*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. MIT values diversity and inclusion and seeks to build and maintain a community and culture that celebrates and values diverse backgrounds, identities and perspectives*