
MIT Job Description

MIT Job Title: TBC - Mgmt 4, Technology Licensing	Position Title: Senior Licensing and Business Development Officer
Reports to: Associate Director, Licensing	% Effort or Wkly Hrs: 100%
Department: OSATT-Technology Licensing Office	

Position Overview:

Reporting to an Associate Director, Licensing the Senior Licensing and Business Development Officer (Senior Licensing Officer) is responsible for the commercialization of MIT's intellectual property (IP) portfolio arising from research and other activities on MIT's campus. The Senior Licensing Officer provides management for a large portfolio of cases, including, technology evaluation, marketing, outreach to faculty and industry, business deal term creation, and distribution of IP rights through sophisticated license agreements and other IP dissemination mechanisms. The Senior Licensing Officer is responsible for the marketing, IP protection, and commercialization strategies for individual cases and IP portfolios, collaborating closely and coordinating with other TLO staff and staff from the Office of General Counsel, throughout the lifecycle of the technology.

The Senior Licensing Officer obtains tactical support from Technology Licensing Associates (TLAs).

Principal Duties and Responsibilities (Essential Functions):**

IP Portfolio Management

- Be responsible for, and manage a substantial and complex portfolio of intellectual property, including evaluation of technology disclosures, assessing commercialization potential and development of strategies for IP protection, marketing, and licensing.
- Direct TLAs and other relevant teams/staff as needed to facilitate and support high quality management and commercialization of MIT IP. Such activities may include but is not limited to:
 - a. Due diligence, specifically to ascertain ownership, funding and sponsor obligations as necessary to ensure MIT has the rights needed to protect and license each case.

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- b. Notification to joint owners and other stakeholders in a timely fashion.
 - c. Coordinate with Operations team members for notifications to industry, foundation and other sponsors to fulfil contractual obligations in a timely fashion.
- Conduct outreach to relevant stakeholders (investigators, sponsors, joint owners) to discuss technology disclosures, to inform evaluation, IP protection and commercialization strategies.
 - Establish and implement robust and timely IP protection strategies for each case through close collaboration with the IP Portfolio Management team, patent attorneys, inventors, sponsors, and licensees.
 - In close coordination with Agreement Compliance staff and the Finance team manage existing licensing agreements, and ongoing relationships with licensees.
 - Contribute information and knowledge about licensee status to assist in compliance projects related to Accounts Receivable collections.
 - Collaborate with other TLO Teams, including, IP, Operations, and Finance (for questions associated with equity, invoicing and collections), regarding actions needed and activities undertaken during the IP, case and agreement lifecycle.
 - On an ongoing basis, undertake portfolio reviews and provide regular portfolio updates to the Associate Director, Licensing including activities for enforcement and monetization of IP, termination of agreements, case closings, special marketing projects and other activities required to maintain an active, marketable portfolio.

Business Development

- Develop license term sheets, consistent with industry and TLO best practice to enable successful commercial exploitation and realization of fair value to MIT.
- In close collaboration with Counsel negotiate IP related agreements, including licenses, options, amendments, joint invention agreements and NDAs
- Identify qualified licensees, assess commercialization opportunities, initiate and maintain contacts and build relationships with potential licensees.

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- Develop targeted marketing materials, including working with the Marketing Team for the production of suitable marketing collateral.
 - Engage industry sponsors in a timely manner for discussion of IP strategy and election of commercial option rights.
 - Work collaboratively with Counsel, OSATT Core and Research Administration Services (RAS) team members on IP terms for industry and foundation sponsored research agreements as well as IP Management Plans, and IP terms in federal awards and subawards.

Relationship Management

- Independently respond to complex inquiries from PIs, sponsors, DLCIs, and other parties on IP related matters. Advise faculty, students, researchers, sponsors and other stakeholders on MIT IP Policy and TLO licensing and commercialization processes and best practices, including directing individuals to other resources in the MIT ecosystem to advance their knowledge of entrepreneurship and commercialization.
- Coordinate and lead periodic IP portfolio review meetings with PIs including discussions on strategy for IP protection, commercialization and marketing.
- Handle day to day communications with inventors, sponsors, DLCIs, and other key stakeholders in a professional and timely manner.

Other

- Contribute to the maintenance of accurate and complete case records in TLO database for audit, reporting and legal purposes.
- Other duties as assigned.

Supervision Received: Associate Director, Licensing

Supervision Exercised:

Day to day allocation of tasks and projects to Technology Licensing Associates.

Make contributions to and participate in TLA Performance Reviews, led by Associate Director, Licensing.

Qualifications & Skills:

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- Minimum of B.S. in *<industry field>*
 - At least 7 years' licensing experience in academic or federal laboratory technology transfer or applicable industry business development and licensing involving commercialization of technologies related to *<name technology types/industry area>* with direct responsibility for IP portfolio management, development of marketing and commercialization plans, and IP protection strategies.
 - Strong business relationships within the specific sector of relevance to the role
 - Demonstrated experience in establishing license deal terms and negotiating license agreements.
 - Superior verbal and written communications skills and ability to interact capably with a variety of stakeholders.
 - Strong organizational skills, attention to detail and ability to manage multiple projects simultaneously.
 - Excellent problem-solving, judgement, and decision making skills.
 - Strong interpersonal skills that reflect courtesy, diplomacy, and a collaborative approach to develop and maintain effective working relationships.
 - Proven ability to grasp complex licensing, legal and business issues as relates to University technology licensing.
 - Ability to work independently and as a member of a team, and to exercise good judgment, prioritization, and discretion in the performance of all work assignments.
 - Ability to work in a fast-paced, deadline-oriented, matrix like environment and manage a large workload
 - U.S citizenship or legal permanent resident status required.

PREFERRED EDUCATION AND EXPERIENCE

- Advanced degree such as a Masters, PhD. in *<relevant fields>* and/or MBA preferred.
- Demonstrated maturity and sensitivity to the needs of multiple stakeholders in a complex academic environment.
- Extensive knowledge of intellectual property, high level of business acumen, detailed understanding of issues arising at the intersection of US Government and academia.
- The TLO values respect for the educational and research mission of MIT and collegiality.

** 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.