
MIT Job Description

MIT Job Title: Mgmt. 3, Technology Licensing (Grade 11)	Position Title: Licensing and Business Development Officer
Reports to: Associate Director, Licensing	% Effort or Wkly Hrs: 100%
Department: Technology Licensing Office	

Position Overview:

The Licensing and Business Development Officer (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 Licensing Officer manages an assigned portfolio of cases, including, technology evaluation, marketing, outreach to faculty and industry, business deal term creation, and distribution of IP rights through license agreements and other IP dissemination mechanisms.

The Licensing Officer collaborates closely and coordinates with other TLO staff throughout the lifecycle of the technology including Transactions, IP Portfolio Managers, Compliance, Operations and Finance teams.

The Licensing Officer may obtain support from Licensing and Business Development Associates (Senior/Licensing Associates)

Principal Duties and Responsibilities (Essential Functions):**

IP Portfolio Management

- With oversight and input from Associate Director, Licensing Officer is responsible for and manages an assigned portfolio of intellectual property. Such activities may include but are not limited to:
 - a. Evaluates technology disclosures and assesses commercialization potential
 - b. Develops, implements, monitors, and analyzes strategies for IP protection, marketing, and licensing
 - c. Proposes licensing terms aligned with organizational goals
 - d. Collaborates with legal counsel and internal stakeholders to negotiate and administer licensing and related agreements
 - e. Exercises independent judgment on complex matters
- With oversight and input from Associate Director, Licensing Officer is responsible for the management and commercialization of MIT IP and Licensing Officer

requests support from Licensing Associates and other relevant teams/staff as needed to facilitate and support these efforts. Such activities may include but are 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.
 - b. Notification to joint owners and other stakeholders in a timely fashion.
 - c. Coordinates with Operations team members for notifications to industry, foundation and other sponsors to fulfil contractual obligations in a timely fashion.
- Conducts outreach to relevant stakeholders (investigators, sponsors, joint owners) with oversight and input from Associate Director, Licensing Officer discusses and manages technology disclosures, to inform evaluation, IP protection and commercialization strategies.
 - With guidance from Associate Director, Licensing Officer contributes to the development and implementation of 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 the Finance team, Licensing Officer manages existing licensing agreements and ongoing relationships with licensees. Contributes information and knowledge about licensee status to assist in compliance projects related to Accounts Receivable collections.
 - Collaborates with other TLO staff, 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.
 - With oversight and input from Associate Director, Licensing Officer is responsible for portfolio reviews, including termination of agreements, case closings, special marketing projects and other activities required to maintain an active, marketable portfolio and may include recommendations for enforcement and monetization of IP

Business Development

- Identifies and cultivates qualified licensees, assesses commercialization opportunities, initiates and maintains contacts to build relationships with potential licensees. Present proposals for license activity to the Associate Director, Licensing.

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- For qualified licensees, with oversight and input from Associate Director, Licensing Officer develops license term sheets, consistent with industry and TLO best practice to enable successful commercial exploitation and realization of fair value to MIT.
 - With oversight and input from Associate Director, Licensing Officer collaborates with and obtains support from the Transactions Officer/Office of General Counsel in the negotiation of IP related agreements, including licenses, options, amendments, joint invention agreements and NDAs.
 - Works with the Marketing Team to provide input for the development of targeted marketing materials and collateral.
 - Engages industry sponsors in a timely manner for discussion of IP strategy and election of commercial option rights.
 - With oversight and input from Associate Director, Licensing Officer works collaboratively with the Transactions Officer/OGC, 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

- With guidance from Associate Director, Licensing Officer responds to inquiries from PIs, sponsors, DLCIs, and other parties on IP related matters. Advises 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.
- In conjunction with IP Portfolio Managers, Licensing Officer participates in periodic IP portfolio review meetings with PIs including discussions on strategy for IP protection, commercialization and marketing.
- Handles day to day communications with inventors, sponsors, DLCIs, and other key stakeholders in a professional and timely manner.

Other

- Contributes to the maintenance of accurate and complete case records in TLO database for audit, reporting and legal purposes.

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- Other duties as assigned.

Supervision Received: Associate Director, Licensing

Supervision Exercised:

As needed, day to day allocation of tasks and projects to Licensing and BD Associates

As requested by Associate Director, Licensing make contributions to Senior/Licensing and BD Associates Performance Reviews.

Qualifications & Skills:

- Minimum of Bachelor's degree in scientific, technical or business field
- At least 5 years' licensing experience in university technology transfer or federal laboratory or FFRDC involving responsibility for management of an IP portfolio including licensing, agreement management, developing IP strategies, and marketing and commercialization plans.
- Some evidence of business relationships within the specific sector of relevance to the role
- 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 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. and/or MBA preferred.

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- Demonstrated maturity and sensitivity to the needs of multiple stakeholders in a complex academic environment.
 - 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.
 - Experience within a university, not for profit research institution, hospital, or tech transfer setting.

** 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.