

---

## MIT Job Description

|                                                                         |                                                                  |
|-------------------------------------------------------------------------|------------------------------------------------------------------|
| <b>MIT Job Title: Mgmt. 3, Program and Project Admin (Pay Grade 10)</b> | <b>Position Title: Licensee Relations and Compliance Manager</b> |
| <b>Reports to: Assistant Director, Finance</b>                          | <b>% Effort or Wkly Hrs: 100%</b>                                |
| <b>Department: Technology Licensing Office</b>                          |                                                                  |

### **Position Overview:**

This is a key role to ensure that licensees and joint owners are compliant with their IP related agreements with MIT, including timely and accurate reporting with regard to product development and commercialization, to ensure that MIT is able to fulfill its sponsor reporting requirements and fiduciary responsibilities to the institute.

The Licensee Relations and Compliance Manager is responsible for developing and maintaining relationships with licensees and joint owners of intellectual property (IP) post execution of the respective agreements to ensure that the parties are in compliance with the terms of their agreements with MIT. The Licensee Relations and Compliance Manager will work collaboratively with the Licensing, Finance and Compliance Teams, and will establish and maintain systems and processes using the TLO database to track progress of licensees and joint owners responsible for commercialization of MIT owned or jointly owned IP.

The Licensee Relations and Compliance Manager supervises the Agreement Associate. *(Note this function does not include responsibility for Trademark Licenses)*

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

#### ***Relationship Management***

- Be responsible for and manage a portfolio of licenses and other agreements with the goal of ensuring licensees and joint owners are in compliance with the terms of their agreement through systematic review of licensee progress and royalty reports and joint owner distribution reports, as well as company alerts and news articles about licensee developments, including funding, partnerships, joint ventures, sublicensing, product releases, milestones etc.
- In close collaboration with Licensing, Compliance and Finance teams, liaise with licensees, optionees and joint owners to assist in the problem solving of agreement and finance related matters specific to licenses/options, and JIAs. Such matters may

---

include invoicing issues, overdue accounts receivable, overdue royalty or progress reports, review and validation of information in royalty reports, and review of progress reports for compliance with agreement diligence requirements and payments associated with the company's progress. Follow up with parties for supplemental information or clarifications as needed.

- Provide support to Finance on overdue balances and contribute to the creation of systems and processes for recovery of such balances from licensees/joint owners.
- Recommend audits of agreements based on questionable reports, discrepancies in reporting or significant changes in revenue received or reported.
- As applicable, triage and direct specific enquiries or requests for changes to existing agreements (e.g., amendments or terminations) or opportunities for new licenses from licensees to the responsible Senior Licensing and Business Development Officer.
- Act as a resource for the licensing team and conduct regular outreach to maintain and enhance relationships with joint owners to gather information about status of joint owner marketing as well as licensing and commercialization activity under agreements executed by joint owners (including obtaining copies of licensing agreements from Joint Owners), and, at the request of the responsible Senior Licensing and Business Development Officer, engage with optionees and licensees regarding evaluation of IP and licensee commercialization activity.

### ***Reporting and Work Flow Management***

- Lead the development, adoption and training for new workflows in the TLO Salesforce (Shirley) database related to the job function.
- Develop and maintain processes for reporting updates on status of individual licensee performance to relevant TLO staff (e.g., Associate Directors, Licensing, Assistant Director, Finance, Compliance Manager, and licensing team members).
- Provide other reports as requested to Senior Management on data related to licensee or Joint Owner compliance including projections for future licensing revenue.
- With support and input from the licensing team report updates on licensing or marketing status of jointly owned IP to Joint Owners under terms of Joint Invention

---

Agreements and institutional agreements such as various academic and research institution MOUs.

- Responsible for ensuring all progress reports, royalty reports, (and as requested follow on (anti-dilution) equity shares,) and sublicenses are received timely and appropriate data is entered and saved in the TLO database.
- Undertake an annual internal quality check on data entry for progress/royalty reports, equity shares, joint owner agreements and report to Senior Management Team including recommendations for improving processes and practices.

### ***Supervisory Responsibility***

- Supervise the Agreement Associate including undertaking annual performance reviews and creation of a professional development plan
- Allocate work and provide day-to-day guidance on projects and tasks for the Agreement Associate
- Participate in the recruitment and retention efforts for Agreement Associate role.

### ***Other***

- Work with the marketing and licensing teams to identify licensee achievements for elevation through TLO social media and website.
- Keep up to date with and understand developments in licensing and option agreement and JIA terms by working closely with the Transactions Officer and Licensing Team.
- Support recruitment and retention efforts across the TLO including assistance in onboarding and training of new staff about this role.
- Other duties as assigned.

**Supervision Received:** Assistant Director, Finance

**Supervision Exercised:** Supervision of an Agreement Associate/s

---

## **Qualifications & Skills:**

- Minimum of Bachelor's degree in scientific, technical or business or finance field
- At least 5 years' experience in a university technology transfer or federal laboratory FFRDC or legal environment
- Prior supervisory experience
- Experience reviewing, interpreting and understanding license or other agreements and contracts
- Superior verbal and written communications skills and ability to interact capably with a variety of stakeholders.
- Demonstrated maturity and sensitivity to the needs of multiple stakeholders in a complex academic environment.
- Strong interpersonal skills that reflect courtesy, diplomacy, and a collaborative approach to develop and maintain effective working relationships.
- Strong organizational skills, attention to detail and ability to manage multiple projects simultaneously.
- Excellent problem-solving, judgement, and decision-making skills.
- 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.
- Experience with Salesforce or similar CRM databases.
- Experience establishing workflows and reporting processes.
- Knowledge of intellectual property, high level of business acumen
- 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.