

# Executive Director

## Job Description

**Organisation:** Open Preservation Foundation (OPF)

**Location:** Remote, with potential travel within the EU and beyond

**Hours:** Part time (24+ hours/week)

**Contract type:** Permanent, with a 6 month probation period

**Salary:** £50,000+ a year pro rata, depending on skills and experience

**Reports to:** Board of Directors

**Application Deadline:** 8th July 2024

## Position Summary

The Executive Director of the Open Preservation Foundation is the chief executive officer of the organisation and is responsible for the overall strategic, operational, and financial management of the Foundation. The Executive Director will work closely with the team, Board of Directors, members, partners, and the broader digital preservation community to advance the mission and goals of OPF.

## About the Open Preservation Foundation

The Open Preservation Foundation (OPF) is a global non-profit member organisation. We empower everyone to protect their digital memories by bringing together a vibrant community of experts, institutions, and practitioners in the field of digital preservation to share knowledge, develop and maintain open-source tools, and advocate for best practices in digital preservation.

## Key Responsibilities

1. Leadership and Strategy:
  - Provide visionary and strategic leadership to advance the mission and goals of OPF.
  - Develop, implement, and monitor the strategic plan in collaboration with the Board of Directors.
  - Represent OPF in public forums, conferences, and with stakeholders, enhancing the foundation's visibility and influence.
2. Operational Management:
  - Oversee the day-to-day operations of OPF, ensuring effective and efficient functioning of the organisation.
  - Lead and manage a small but growing, dynamic team, fostering a collaborative and inclusive work environment.
  - Ensure the Foundation fulfils its legal, statutory and regulatory responsibilities in the UK and the Netherlands.
  - Manage the intercompany relationship and resource allocation of the OPF UK and OPF NL.
3. Financial Management:
  - Develop and manage the annual budget in collaboration with the Board of Directors and finance staff.
  - Ensure the financial health and sustainability of the organisation through effective financial planning, management, and reporting.

- Drive the growth and secure the longer term financial sustainability of the OPF by identifying new memberships, partnerships and income streams.
4. Stakeholder Engagement and Advocacy:
    - Build and maintain strong relationships with members, partners, and other stakeholders in the digital preservation community.
    - Strengthen the business case for membership, develop the value proposition and advise the Board of Directors on membership benefits and services.
    - Advocate for digital preservation good practices, standards, and policies at local, national, and international levels.
    - Foster a sense of community and collaboration among members and stakeholders.
  5. Program Development and Delivery:
    - Oversee the development, implementation, and evaluation of OPF programs and services.
    - Ensure that OPF's tools and resources meet the evolving needs of the digital preservation community.
    - Promote and facilitate the sharing of knowledge and expertise within the community.
  6. Governance:
    - Work closely with the Board of Directors to ensure effective governance and organisational performance.
    - Provide regular updates to the Board on operational, financial, and strategic matters.
    - Support the Board in its fiduciary and strategic oversight responsibilities.

## Benefits

- Flexible working hours
- Remote working balanced with occasional physical team meetings and potential travel within the EU and beyond
- 25 days holiday, plus public/bank holidays (pro-rata)
- Workplace salary pension scheme

## About you

- Education: a business degree or can demonstrate equivalent professional knowledge and skills sets
- Experience:
  - Proven track record of executive leadership and management experience, preferably in a non-profit or membership-based organisation.
  - Experience with strategic planning, financial management, and increasing subscriptions/membership.
  - Strong understanding of open-source software development and community-driven initiatives.
  - Demonstrated experience in digital preservation, library and information science, or a strong commitment to develop knowledge of this area.
- Skills:
  - Excellent leadership, communication, and interpersonal skills.
  - Strong organisational and project management skills.
  - Ability to build and maintain effective relationships with diverse stakeholders.
  - Proficiency in financial management and budgeting.
  - Ability to think strategically and drive innovative solutions.
- Personal attributes: honesty, transparency, flexibility and integrity.

## Application Process:

Interested candidates should submit a cover letter, resume, and three references to **recruitment@openpreservation.org** by **July 8th 2024**. In your cover letter, please address your experience and qualifications as they relate to the responsibilities and requirements outlined in this job description.

The Open Preservation Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. If you do not meet all the job requirements, but are convinced that this job at the OPF is really something for you, we also cordially invite you to respond to this vacancy.

**Applicants must have the right to work in the UK or EU.** We aim to confirm receipt of all applications within 2 working days. Due to the high volume of applications we expect to receive, feedback will only be provided if you attend an interview.

For questions regarding this vacancy, please contact one of the Directors Remco van Veenendaal ([Remco.van.Veenendaal@nationaalarchief.nl](mailto:Remco.van.Veenendaal@nationaalarchief.nl), +31629451951, he/him) or Sonia Ranade ([Sonia.Ranade@nationalarchives.gov.uk](mailto:Sonia.Ranade@nationalarchives.gov.uk), she/her). For more information about the Open Preservation Foundation, please visit <https://openpreservation.org>.