

## Job Description

### Executive Director

**Job title:** Executive Director  
**Hours:** Part time (24 hours/week)  
**Contract type:** Fixed term for 12 months, renewable upon mutual agreement  
**Salary:** £45,000+ a year pro rata, depending on skills and experience  
**Reports to:** Board of Directors  
**Location:** Negotiable (with significant travel within EU and beyond)  
*Last updated: 24/04/17*

The Open Preservation Foundation (OPF) is looking for an experienced, motivated and visionary leader to fill the position of Executive Director.

The Foundation is an international not for profit membership organisation providing open source digital preservation technology and knowledge to memory institutions around the world. Our vision is shared solutions for effective and efficient digital preservation.

The Executive Director is expected:

- To lead, manage, and develop the Foundation and build an international community of practitioners working in the field of digital preservation.
- To grow the membership of the Foundation and ensure that member organisations benefit from their association with the organisation.
- To create strategies and seek funding to sustain and develop the Foundation's open source digital preservation solutions and services.
- To provide leadership and management of OPF staff (currently 2.0FTE) and budgets (c. £350k/annum) and to run the organisation responsibly and with accountability.

## Responsibilities

You will work closely with the Foundation's Board of Directors to:

### Leadership

- Provide leadership for the Foundation, taking ownership of the vision, mission, strategic plan and objectives.
- Develop the annual plan for technology and community development, seeking member input and engaging their support.
- Actively engage and energise the Foundation's members, supporters, Board, staff and community.

### **Operational Management**

- Coordinate the operational planning of the Foundation to ensure that members and software supporters receive value from their subscriptions.
- Secure financial viability and long term sustainability.
- Monitor projects and budgets.
- Manage, support and develop OPF staff.

### **Business Development & Fundraising**

- Grow the membership; identify, drive and manage new and existing relationships and develop the value proposition.
- Identify and develop grant proposals and other fundraising activities.
- Identify potential new initiatives, partnerships and projects that support the Foundation's mission and generate revenue.

### **Community Development**

- Oversee design and implementation of the community engagement programme, working closely with the Community Manager.
- Be an effective ambassador for the Foundation, communicating our vision and mission to stakeholders at international events and conferences.
- Seek opportunities to raise awareness of digital preservation in new sectors.

### **Technology development**

- Ensure a coordinated vision around the Foundation's software development efforts that meet the needs of the Foundation members, software supporters and wider community.
- Oversee the ongoing development and quality of the OPF software portfolio of leading digital preservation tools, working with the Technical Lead
- Promote the adoption of an open source approach and technology.
- Promote the development and adoption of open standards through effective participation in standard's groups.

### **Administration**

- Fulfill administrative requirements of the Foundation including assuring that the Articles of Association are relevant and up to date.
- Take overall responsibility for the timely and accurate preparation of the Foundation's Annual Report and Accounts, and all financial documentation.
- Participate in monthly Board teleconferences.
- Sign contracts and other legal documents on behalf of the Foundation.

## **Skills & Experience**

As Executive Director you will have:

### **Required**

- Experience managing an international organisation.
- Demonstrable business acumen with considerable experience in successful income generation, fundraising, grant-writing and budget management.
- A comprehensive understanding or willingness to learn about digital preservation issues and current practices.

- A comprehensive understanding or willingness to learn about open source business models and communities.
- A business degree or can demonstrate equivalent professional knowledge and skills sets.
- A fluent command of English.
- Excellent verbal and written communication skills, including report writing and presentations.
- Ability to deliver a focused and effective work plan while maintaining a flexible approach to new opportunities and changes in direction.
- Strong analytical skills, and be able to evaluate and interpret both quantitative and qualitative data to form judgements.
- Ability to plan and manage programmes and projects, including estimating the resources needed for a complex project or item of work, and strong time management skills.
- Demonstrable track record of successful stakeholder management.
- Ability to build effective teams, collaborations and partnerships.
- Ability and willingness to travel.

### Desirable

- A strong network in memory institutions and/or open source communities.
- Experience leading open source projects.
- Experience in running a not for profit organisation.
- Knowledge of open source software development, technology and technical communities.
- Additional language skills.
- Membership of a relevant professional body.

## About you

This a challenging, but fulfilling and exciting role. You will need be highly-organised, financially savvy, and able to work with a high degree of autonomy, as well as being positive, engaging, and innovative.

You will be an enthusiastic team-player with a positive approach to meeting the challenges of this role. You will relish the opportunity to develop and influence the direction of our growing organisation.

## About us

The Open Preservation Foundation sustains technology and knowledge for the long-term management of digital cultural heritage, in all its forms. We provide our members with reliable solutions to the challenges of digital preservation through technology stewardship, knowledge exchange, and advocacy and alliances.

Founded in 2010 as the Open Planets Foundation to sustain the results of EU-funded R&D, we currently steward the leading portfolio of open-source digital preservation software and enable the development of best practice through interest groups, community events, and training.