

Executive Director

Job description

Job title: Executive Director

Hours: Part time (24 hours/week - negotiable)

Contract type: Fixed term for 12 months, renewable upon mutual agreement

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

Reports to: Board of Directors

Location: Remote (with potential for travel within EU and beyond)

Last updated: 20/07/2021

Job purpose

The Executive Director's role is to:

- Lead the Foundation and set its strategic direction
- Run the organisation responsibly and with accountability
- Engage with members, partners and the digital preservation community
- Drive the growth of the Foundation by identifying new memberships, partnerships and income streams

Responsibilities

You will work closely with OPF staff and report to the OPF Board of Directors to:

Leadership & Strategic Planning

- Lead the Foundation in realising its vision and mission.
- Develop and implement the OPF's five-year strategy.
- Take responsibility for the long-term sustainability of the Foundation.
- Support the delivery of the knowledge sharing and outreach programme.
- Provide strategic insight into the development of the OPF's reference toolset and technical services.

Operational Management

- 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.
- Own responsibility for the finances of the Foundation, managing the operating budget, financial documentation and annual accounts.
- Establish clear priorities for OPF on an annual basis and monitor staff performance against tangible targets.
- Support and develop Foundation staff (2.5 FTE).

- Manage participation in external projects.
- Ensure relevant company policies and procedures are in place and kept up to date.

Member and community engagement

- Be an effective ambassador for the Foundation, communicating our vision, mission, and values, and enhancing our brand and reputation.
- Strengthen the business case for membership, develop the value proposition and advise on membership benefits and services.
- Cultivate relationships across member organisations to ensure a positive member experience, understand member needs, and manage expectations.
- Develop a member retention strategy informed by research and data analysis.
- Connect with the community through networking, regular blog posts, and speaking at international events, webinars, and conferences.
- Work with our partners to develop a network that serves the global digital preservation community.

Business Development

- Implement a new member recruitment strategy and report on its execution to the Board.
- Pursue new initiatives, partnerships and projects that support OPF's mission and generate revenue.
- Harness your professional network to raise awareness of digital preservation in new sectors.

Skills & Experience

As Executive Director you will have:

Required

- Substantial experience of working at a strategic leadership level.
- A proven record of managing the administrative, legal and financial functions of a department or organisation.
- Demonstrable business acumen with considerable experience in successful income generation, fundraising, grant-writing and budget management.
- Strong analytical skills, with an ability to evaluate and interpret data to provide business insights.
- Experience of managing a multi-functional, distributed team.
- A proven track record of effective stakeholder relationship management, ideally in a membership environment.
- Excellent interpersonal skills and significant experience of successfully growing a membership or customer base.
- Experience delivering a focused and effective work plan while managing change and innovation in an agile manner.
- Experience managing projects comprising multiple streams, stakeholders and relationships.
- Evidence of identifying opportunities and building partnerships to sustain an organisation and diversify its income streams.

- A comprehensive understanding of or willingness to learn about digital preservation and open source issues, communities and current practices.
- A higher degree or demonstrable equivalent professional knowledge and skills.
- A fluent command of English, with excellent verbal and written communication skills.

Desirable

- Experience of running a not-for-profit, membership, and/or international organisation.
- Knowledge of digital preservation and open source communities.
- Additional language skills.

Personal Attributes

- Honesty and integrity
- A strong work ethic
- Accountable and transparent
- Innovative and flexible in responding to challenges
- A strong passion for and commitment to the OPF, its values and aims