

Position Title: **Executive Director, Sakai Foundation**  
Reports to: **Chair, Sakai Foundation Board of Directors**  
Date of Hire: **On or about June 1, 2010**  
Terms: **This position is full time, continuing and exempt**

### **Position Summary:**

The Sakai Foundation seeks an experienced, creative, mature, visionary leader to fill the position of Executive Director (ED). The Sakai Foundation is a non-profit organization that supports the Sakai community that produces open source software tools for teaching, learning, research and collaboration for higher education. The Foundation has a purposefully small staff. Much of the innovation and tool development is done by the distributed community of Sakai users and developers. The ED will facilitate this community in every way possible. He or she will represent the foundation publicly and in business negotiations. The Executive Director is the chief officer of the Sakai Foundation. Candidates should have a distinguished record in leading organizations and working effectively in distributed, collaborative communities. Demonstrated experience leading software development is required, and experience in an academic institution and/or in an open source community is highly desired.

### **Scope of position**

The Executive Director is responsible for the successful planning and operations of the Sakai Foundation, and more broadly, for enhancing the collaboration across the community. He or she will develop priorities for the Foundation's efforts, and assure that all members of the community are well informed on the plans and directions for the projects in the community. The Executive Director will assure that planning processes are in place, and will assure coordination of programmatic initiatives and work effort across the entire project. He or she will communicate and represent the activities of the community to the community and to the public. He or she will develop and maintain effective partnerships with other organizations to foster interoperability and cohesion within the academic software development community. Within the Foundation, he or she will manage human and fiscal resources, projects and priorities.

The person in this position must be able to work comfortably in a demand-driven environment, with responsibility for the coordination of a large number of sophisticated and interrelated software products and requirements. The incumbent must be able to respond quickly to challenges by proposing and facilitating the development and implementation of well-conceived solutions that meet the needs of the Sakai Foundation members.

The ED will work with the Foundation Board and other stakeholders to develop a financial sustainability strategy. This will include a multifaceted communication effort to reach a broad range of constituencies, a redefined membership model, and growth of the community, potential scale economies with peer Foundations. This position requires extensive experience in delivering academic technology services, which may be gained through a combination of professional experience and education. This position requires excellent leadership and communication skills, expertise with technology, and demonstrated effectiveness in managing staff and projects. While the position is location independent, travel is required.

### **RESPONSIBILITIES**

- **Leadership:**

1. With the Board of Directors, establish the Foundation's strategic plan and financial, including establishing annual goals and objectives. Regularly assess and report progress for technology and community development, seeking community input and engaging their support, and evolving the plans to meet changing technology and community priorities.
2. Identify and respond to opportunities and challenges.
3. Develop and implement operational strategies that assures consistent and timely progress toward the Board-authorized long-range strategic plan.

- **Communication:**

1. Assure the Foundation and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders.

2. Foster the Foundation's goals through a successful, multifaceted communications program. Communicate widely and regularly with stakeholders at all levels of academic institutions, targeting both current community members as well as potential members and potential adopters.
3. Within the community, lead and facilitate the development of practices and policies for the Sakai community.
4. Work constructively with the community to foster activities, encourage community involvement, and develop best practices for technology, process and pedagogy.
5. Assure that the Board is kept fully informed on the status of the Foundation and important factors influencing it.

- **Outreach:**

1. Represent the programs and point of view of the foundation to agencies, organizations, and the general public. Bring expertise to initiatives and contribute toward development of policy, work practice improvements, and positive outcomes.
2. Publicize the activities of the foundation, its programs and goals.
  3. Develop and maintain effective partnerships with other organizations to assure cohesion and interoperability.
  4. Actively engage community members around the world.

- 

- **Technology:**

1. Maintain a working knowledge of significant developments and trends in the field. Ensure that the Sakai community remains abreast of, and facilitate the appropriate development and use of the latest technology advances.
2. Engage the technical community with the Sakai network of developers, as well as peer software projects, to ensure maximum interoperability of code and content with peer educational projects.
3. Assure a high-quality, dynamic and innovative environment central to meeting the needs of a largely virtual community for software development.
4. Assure there is up-to-date information, access to resources, venues for debate, discussion and exchange on topic issues with and within the whole Sakai community.

- 

- **Product Management:**

1. Assure the Foundation provides high-level coordination for a distributed software development and deployment effort, including design, marketing, promotion, delivery and quality of programs, products, and services.
2. Assure coordination and facilitation the myriad of activities related to the success of the Sakai code base, documentation and training.

- 

- **Program Management:**

1. Manage the day-to day operations of the Sakai Foundation, monitoring projects and budgets ensuring that mandates are executed in an effective manner consistent with Foundation policies.
2. Effectively balance resources with need. Be responsible for the recruitment, employment, and release of all personnel including paid staff and volunteers.
3. Ensure that job descriptions are developed, that regular performance evaluations are completed, and that sound human resource practices are in place.
4. Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.
5. Develop and maintain sound financial practices.
6. Work with the staff, designated financial personnel and auditors, and the Board in preparing a budget. See that the foundation operates within budget guidelines.

- 

- **Positioning:**

1. Develop and widely communicate a value proposition for participation in the Sakai community as an adopter and as a contributor.
2. Identify potential (international and national) new initiatives and partnerships to build the community and generate revenue for the purpose of enhancing the original mandate and goals of the project. This may include merged activities with peer open source and open content communities.
3. Oversee fundraising planning and implementation, including identifying resource requirements, working with the Board to determine membership models, researching funding sources, establishing

strategies to approach funders, submitting proposals and administrating fundraising records and documentation.

•

**Administration:**

1. Fulfill administrative requirements of the Sakai Foundation including: assuring that the By-Laws of the Foundation are adhered to; actively participating in Sakai Foundation Board as a non-voting member.
2. Jointly, with the Board chair and designated officers, conduct official correspondence of the organization and execute legal documents.
3. Establish all administrative policies and procedures.
4. Extensive domestic and international travel required.

**QUALIFICATIONS**

- Demonstrated ability to lead, plan, and support a functionally organized, technically oriented environment, with staff working on a wide variety of technical and service activities. Ability to forecast, develop and implement organizational initiatives. Ability to think strategically and programmatically and engage others in working toward a shared vision. Ability to set priorities, allocate resources, provide follow-through, assure a well-organized workforce and to provide evaluation of projects and efforts. Experience leading software development projects is highly desirable.
- Excellent management skills, and demonstrated ability to lead, motivate and direct professional and technical staff. A proven track record in creating highly effective teams distributed across geographical and cultural boundaries is required. Demonstrated success in managing fiscal, technology and human resources. Excellent project management skills, including demonstrated ability to deliver software on deadline that meets functional specifications. Ability to resolve issues quickly in a collaborative culture and to make decisions that meet Sakai Foundation objectives.
- Excellent oral, written and interpersonal communication skills and demonstrated success in communicating effectively with executive, technical and professional audiences. Demonstrated ability to consistently, effectively and tactfully communicate with people at many levels about academic, administrative, and technical topics. Demonstrated ability to develop and maintain effective working relationships.
- Extensive experience (8 or more years) leadership in academic leadership, technology leadership