OpenFabrics Alliance

1 Letterman Dr, Bldg D, D4700 San Francisco, CA 94129

Jim Ryan, DBA J. Ryan & Associates LLC Dear Jim,

I am pleased to extend an offer of contract employment with OpenFabrics Alliance (OFA). Your position will be Executive Director. As Executive Director you will be responsible for overseeing the administration, programs and strategic plan of the organization. You will report directly to the Board of Directors. The compensation for this position will be $85.00 per hour. The number of hours worked per week should not exceed an average of 10 hours per week in any calendar month. Periods during which large efforts are underway, however, may require more than a 10-hour average. This is allowable with prior authorization. This contract will begin July 1, 2017.

You will receive a 1099 earnings statement annually, and you will be responsible for filing and paying all related taxes on your earnings. The duties performed will include those outlined in the job description and as assigned by the OFA Board of Directors. Other duties may be assigned as needed.

You will invoice OFA on a monthly basis for hours worked. All invoices should be submitted to the Board Chair, Susan Coulter, for approval. All required OFA travel would be reimbursed. Original receipts will be required when submitting travel expenditures.

This contract employment is “at will” and may be terminated at any time by either party. If OFA wishes to terminate, you will receive one month’s notice.

This offer is contingent upon your ability to provide proof of your eligibility to work in the United States. A completed [W-9 form](https://www.irs.gov/pub/irs-pdf/fw9.pdf) will be required, as well as two forms of identification.

As a condition of this agreement, you are required to read, sign and return this offer letter prior to your start date.

Regards,

Susan Coulter

OpenFabrics Alliance Board Chair