OpenFabrics Alliance Executive Director Job Description

DRAFT

The role of the Executive Director (ED) of the OpenFabrics Alliance (OFA) is to implement the strategic plans of the OFA in a cost-effective and time-efficient manner. This requires the ED to assist in complex and long-running projects, providing insight and leadership to achieve successful completion. The ED will be expected to lead the effort to both retain existing OFA members and encourage new membership in the OFA.

Other responsibilities include playing a strong role in both the logistics and technical content planning for the annual workshop, as well as participating in the identification of other organizations and conferences with whom the OFA could build synergistic relationships. The ED may be expected to fill in as Secretary or Treasurer in the absence of those officers. In the case of hiring staff, the ED will play a role in the work required to define, advertise and fill these positions. The ED reports to the Board of Directors and the Board of Directors grants the ED the authority to perform tasks. The ED is accountable to the Chair of the Board of Directors and will be required to provide status reports on a regular basis.