OpenFabrics Alliance

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

Executive Director Contract <DRAFT>

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

This contract is between the OpenFabrics Alliance (OFA) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This position is called Executive Director. 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.

 The compensation for this position will be $80.00 per hour. The number of hours worked per week should not exceed an average of 20 hours per week in any calendar month. Periods during which large efforts are underway, however, may require more than a 20-hour average. This is allowable with prior authorization. Estimated total annual compensation is $85,000. ($83,200 + buffer)

A 1099 earnings statement will be provided annually. The OFA will not be responsible for filing or paying any taxes related to these earnings.

A monthly invoice needs to be submitted to the OFA by the 10th day of the month following the month being invoiced. Along with the submitted invoice, an Excel spreadsheet needs to be provided containing detailed information about the work performed, in 30-minute increments. This documentation should be submitted to the Board Chair for approval, and will be made available to any Board member.

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, a one month notice will be given.

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.