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 of those projects. The ED will be expected to lead the effort to retain existing OFA members, and to seek out and encourage new membership in the OFA. Other responsibilities include playing a strong role in both the logistics 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. Those relationships will then be managed by the Marketing Committee if/when approved by the Board. The ED may be expected to fill in as Secretary or Treasurer in the absence of those officers. The ED reports to the Board of Directors and the Board of Directors grants the ED the authority to perform tasks. The projects assigned to the ED will include an estimate for the number of hours needed to complete the task. This estimate can be modified if necessary, by renegotiation between the Board – via the Chair – and the ED. 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 ED cannot be affiliated with an existing OFA member.

 The compensation for this position will be $70.00 per hour. The average number of hours worked per week will not be less than 12 or greater than 20 per week in any calendar month, as driven by the projects assigned. 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 should be budgeted at $75,000. ($72,800 + 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.