

## Position Description

Position Title: **Executive Director, Sakai Foundation**  
Reports to: **Chair, Sakai Foundation Board of Directors**  
Date of Hire: **On or about April 15, 2006**  
Terms: **This position is full time, continuing and exempt**

Resumes and confidential  
inquiries may be submitted to: **Exec-dir@collab.sakaiproject.org**

### Position Summary:

The Sakai Foundation seeks an experienced, creative, mature, visionary leader to fill the newly-formed position of Executive Director (ED). The Sakai Foundation is a non-profit organization that supports the Sakai Project, a collaborative, open source software effort producing teaching, learning, research and collaboration software tools for higher education. The Foundation will have a purposefully small staff. Much of the innovation and tool development will continue to be done where it is best understood – among 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 operating 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 is highly desired.

### Scope of position

The Executive Director is responsible for the successful planning and operations of the Sakai Foundation. He or she will develop priorities for the projects in the organization, create and implement plans, manage fiscal and human resources, coordinate programmatic initiatives, technology, and work effort across the entire project. He or she will develop and maintain effective partnerships with other organizations to foster interoperability and cohesion within the academic software development community.

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

The ED will have responsibility for maintaining and increasing the Sakai Foundation revenue. This will include communication with members, recruiting new members, and retaining existing members, as well as development of grant proposals..

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.



## RESPONSIBILITIES

- **Leadership:** With the Board of Directors, establish the Foundations vision, mission, and annual goals and objectives. Develop a strategic plan for each year for technology and community development, seeking community input and engaging their support, and evolving the plans to meet changing technology and community priorities. Identify and respond to opportunities and challenges.
- **Outreach:** Represent the Sakai Foundation publicly; bring expertise to initiatives and contribute toward development of policy, work practice improvements, and positive outcomes. Develop and maintain effective partnerships with other organizations to assure cohesion and interoperability. Actively engage community members around the world.
- **Technology:** Ensure that Sakai remains abreast of, and makes appropriate use of the latest technology advances. Work with Chief Architect and peer software projects to ensure maximum interoperability of code and content with peer educational projects. Assure a high-quality, dynamic and innovative environment central to meeting the needs of a largely virtual community for software development. 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:** Provide high level coordination for a distributed software development and deployment effort. Coordinate and facilitate the myriad of activities related to the success of the Sakai code base, documentation and training.
- **Program Management:** Manage the day-to day operations of the project, monitoring projects and budgets ensuring that mandates are executed in an effective manner consistent with Foundation policies. Effectively balance resources with need.
- **Communication:** Develop and manage a successful communications program. Communicate widely and regularly.
- **Community development:** Lead and facilitate the development of practices and policies for the Sakai Community. Work constructively with the community to foster activities, encourage community involvement, and develop best practices for technology, process and pedagogy.
- **Fundraising:** Participate in development of grant proposals and other fund raising activities. 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
- **Administration:** Fulfill administrative requirements of the Sakai Foundation including: assure that the By-Laws of the Foundation are adhered to; actively participate in Sakai Foundation Board as a non-voting member; manage contractual and legal processes on behalf of the Sakai Foundation Board of Directors; establish all administrative policies and procedures
- 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 activities. Ability to forecast, develop and implement organizational initiatives. Ability to think strategically and programmatically as well as successfully manage operations. Ability to set priorities, allocate resources, provide follow-through, assure a well-organized workforce and to provide evaluation of projects and efforts.
- Excellent management skills, and demonstrated ability to lead, motivate and direct professional and technical staff. 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.
- Excellent oral, written and interpersonal communication skills. Ability to resolve issues quickly and make decisions that meet Sakai Foundation objectives, in a collaborative culture. Demonstrated ability to consistent, 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 technology leadership and/or community development. Academic experience highly desirable. . B.A./B.S. required; advanced degree highly desirable.

## HIRING LOGISTICS

Depending on the circumstances of the successful applicant, this position could be established in a number of ways, including:

- as a grant to an existing organization, with an agreement to second the employee to the Sakai Foundation, if the successful applicant wishes to remain where they are;
- as a personal consultancy directly with the Sakai Foundation;
- or potentially, as a position at the University of Michigan. If the latter, this would be a limited term appointment funded by a grant from a UM project. The successful candidate would be seconded to the Sakai Foundation for the duration of their employment.

