

OSDV Foundation | Executive Director

Executive Search Announcement



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The Open Source Digital Voting Foundation (OSDV) is a non-profit public benefits corporation that is developing publicly owned open source elections technology. The Foundation's Board of Directors is seeking a **Chief Executive Director** (ED), to lead the Foundation in the next stage of its growth including expansion of its flagship effort, the **TrustTheVote™ Project**, which is developing publicly owned election technology, as an alternative to current closed, proprietary, voting systems. Growth of the Foundation and related activities has catalyzed this new position, which will consolidate the ED responsibilities currently shared by the Chief Technology Officer (CTO) and Chief Development Officer (CDO).

About the OSDV Foundation

The OSDV Foundation was founded in November 2006 as a California Public Benefits Corporation claiming tax-exempt status under §501.c.3 of the United States Internal Revenue Code. OSDV activities are focused on designing, developing, and building election technology that supports public interest and the needs of stakeholders comprised of state and local elections directors and other voting systems experts across the United States. Technology development is focused on a reference implementation of an elections technology framework — a holistic body of software to address all aspects of the ballot eco-system from voter registration and ballot design, to elections administration and management, to ballot casting, polling place administration, counting, tabulation, and audit/verification.

The resulting software technology is publicly owned, subject to an OSDV Public License, which provides State, county, or other elections jurisdiction the ability to adopt—through a royalty free license—any or all of the election technology as their platform for public elections administration and management, and subsequently have the technology adapted to fulfill their jurisdictional requirements and specifications.

The two founding Co-Managing Directors have managed the OSDV Foundation operations to date, dividing responsibilities for Foundation development (*outreach, stakeholder recruiting, fund raising, and PR/GR*) and technology development (*all aspects of the actual work product of the Foundation's TrustTheVote Project*). While they will remain in their current roles as Development Director (CDO) and Technology Director (CTO), the Board has created the key role of a single **Chief Executive Director** who can take *primary responsibility* for growing and leading this four year old non-profit to the next level — from a several hundred thousand dollar annual operation to a multi-million dollar sustainable operation in the next 2-3 years.

Job Description

Over four years ago, the Foundation's co-founders and Board chartered the organization to conduct itself as much as possible like any typical technology venture start-up, rather than a typical non-profit. The reason for this approach is one of speed and agility. Technology is a continuous moving target and the needs of the elections community are nearly dire. Therefore, the Foundation's modus operandi is to function to every extent practical like any other business operation. Therefore, we view the Chief Executive Director (ED) very similar to that of a CEO in the commercial world. As such, the ED will be responsible to the Board for the day-to-day operation of the Foundation and its associated projects, as well as having primary responsibility for stewardship of the operational continuity, growth, and sustainability of the Foundation. Areas of responsibility include:

- Oversee planning and implementation of all revenue generation.
 - Manage all funding development activities, including grant writing, cultivation and stewardship of donors, event planning, and identifying new resources.
 - Perform on-going fund raising activities including those covering operational overhead activities that are out of the scope of technology project grants.
 - Actively seek and maintain a diverse donor base of individual, business, foundation and government segments.
 - Build long term relationships with key donors, supporters, influencers, and grant funding sources and clients.
- Manage all aspects of Foundation operations:
 - Develop and manage the operational budget for the Foundation.
 - Perform accounting and finance operations, and work with outside CPA firm.
 - Manage staffing.
 - Work with outside legal counsel on regular matters relating to tax status, contractual relationships, and intellectual property.
- Manage public relations, create public presentations, perform public speaking and evangelism where required.
- Work with the CDO on government and industry outreach and marketing, public relations, and legal matters.
- Work with the CDO and the CTO on developing opportunities for open source technology development and delivery to elections organizations to adopt and adapt OSDV technology.
- Promote active and broad participation by volunteers in several areas of the Foundation's work.
- Maintain a working knowledge of significant developments and trends in election and related government organizations, and related non-profit and for-profit sectors.

- As an *ex officio* member of the Board, share responsibility for Board recruitment and development.
- Organize and lead regular Board meetings and maintain Board communication regarding issues, opportunities, and progress of the Foundation's operations.

Job Requirements

Candidates for the Chief Executive Director will have:

- Minimum of 5 years senior level operations management experience in a non-profit foundation or a technology company or equivalent with annual operating budget of at least \$1,000,000.
- Significant experience in fund raising for commercial, non-commercial, public or private sector entities, including grant development and preparation.
- Experience with managing budgeting process, accounting and finance operations, and/or equivalent P&L responsibilities.
- Experience public speaking and evangelism.
- Demonstrated understanding of one or more of: digital technology development life cycle; U.S. elections practices, processes, procedures at State and local levels; public policy surrounding U.S. elections, including regulation, funding, and technology policy.

Desired Qualifications

Strong candidates will also have one or more of the following qualifications:

- MBA or J.D. with 7-10 years experience in business operations management, ideally for a technology company, or State or Federal government agency, or an established non-profit with at least a \$1-5M annual operating budget.
- Management experience in both the commercial and non-profit sectors.
- Previous public sector administration experience, especially election administration.
- Proven track record of fund raising capacity in one or more of private or public sector settings, or political campaigns.
- Significant network of relationships in one or more of: the technology sector, public policy sector, and public administration sector.
- Experience managing non-profit projects in the technology sector, especially experience in open source organizations such as Apache, Linux, Mozilla, or similar.
- Experience in on-line outreach and fund-raising, including use of social media for on-going fund raising campaign management.

For More Information

Send us a message to edsearch@osdv.org. The search profile can be found at: <http://bit.ly/jWM8ku>. And see our Blog post from 04.May at www.trustthevote.org.