



Executive Director

Full-time, Contract

Location: Remote

Organization Introduction

Cardano Foundation is a Swiss Foundation providing oversight, community development, standards development, promotion and education for the Cardano ecosystem. We aim to promote the open development, evolution, and use of Cardano's blockchain technology for the benefit of all people throughout the world.

We work alongside Input Output HK (IOHK) who are contracted to design and build Cardano as well as Emurgo, the for-profit arm working to boost the Cardano ecosystem through commercial ventures.

Some of the core objectives of the Cardano Foundation:

1. Protect and enrich the Cardano ecosystem by developing and protecting the branding of the Cardano Protocol. We are committed to promoting Cardano and to advocating on behalf of the users and community of the protocol.
2. Grow the Cardano community by building trust and transparency. Creating a community hub offering authoritative, timely information about the technology and Cardano's wide-ranging potential.
3. Facilitate Partnerships through alliances with business, governments and open source projects for the benefit of the Cardano Ecosystem and to liaise with and influence governments and regulatory bodies.
4. Shape Legislation and Commercial Standards by studying and proposing cryptocurrency regulation; engaging with regulators and other public bodies to collaborate on the development of the Cardano Protocol.
5. Support education across various platforms and mediums, targeting developing



countries in particular.

Summary

We are searching for an Executive Director for the Cardano Foundation, you will ensure the accomplishment of Cardano Foundation's mission and vision, and the accountability of Cardano Foundation to its diverse constituents.

The Executive Director serves as chief executive of Cardano Foundation and in partnership with the Council, is responsible for the success of Cardano Foundation by managing the day-to-day operations. The Executive Director, has the authority to carry out these responsibilities in accordance with the direction and policies established by the Council and you will provide direction, enabling the Council as it carries out its governance functions.

Duties

Mission, policy and planning

- Setting Cardano Foundation culture
- Building and leading the executive team of Cardano Foundation
- Help the Council determine the Foundation's values, mission, vision, short and long-term goals.
- Helps the Council monitor and evaluate the Foundation's relevance to the community, its effectiveness, and its results.
- Keeps the Council fully informed on the condition of Cardano Foundation and on all the important factors influencing it. Identify problems and opportunities and address them, bring those which are appropriate to the Council and/or its committees, and facilitate discussion. Inform the Council and its committees about trends, issues, problems and activities to facilitate policy-making. Recommend policy positions.



Management and administration

- Provide general oversight of all Cardano Foundation activities, manage the day-to-day operations, and assure a smoothly functioning, efficient organization.
- Assure program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- Assure a work environment that recruits, retains and supports quality staff.
- Recommend staffing and financing to the Foundation Council. Recruit personnel, negotiate professional contracts, and see that appropriate salary structures are developed and maintained.
- Specify accountabilities for management personnel (whether paid or volunteer) and evaluate performance regularly.

Governance

- Help the Council articulate its own role and accountabilities and that of its committees and individual members, and help evaluate performance regularly.
- Work with the Chairperson to enable the Council to fulfil its governance functions and facilitate the optimum performance by the Council, its committees and individual Council members.
- Together with the Chairperson, focus Council attention on long-range strategic issues.
- Manage the Council's due diligence process to assure timely attention to core issues.
- Recommend volunteers to participate in the Council and its committees.



Financing

- Promote programs and services that are produced in a cost-effective manner, employing economy while maintaining an acceptable level of quality.
- Oversee the fiscal activities of the organization including budgeting, reporting and audit.
- Work with the Council to ensure proper financing and budgeting processes set in place to support short- and long-term goals.
- Assure an effective future funding program by serving as the chief development officer or hiring and supervising an individual responsible for this activity.
- Participate actively in identifying, cultivating and soliciting prospects and collaborative partnerships.

Community relations

- Facilitate the integration of Cardano Foundation into the fabric of the community by using effective marketing and communications activities and tools.
- Act as an advocate, within the public and private sectors, for issues relevant to Cardano Foundation, its services and constituencies.
- Listen to clients, volunteers, donors and the community in order to improve services and generate community involvement. Assure community awareness of Cardano Foundation's response to community needs.
- Serves as chief spokesperson for Cardano Foundation, assuring proper representation of Cardano Foundation to the community.
- Initiates, develops, and maintains cooperative relationships with key constituencies.



Key Traits / Competencies

- This is a position based on full responsibility for Cardano Foundation's operations. Handle detailed, complex concepts and problems, balance multiple tasks simultaneously, and make rapid decisions regarding administrative and operational issues.
- Develop smooth and constructive relationships with executive colleagues, outside agencies, organizations and individuals.
- Plan and meet deadlines. Maintain a flexible work schedule to meet the demands of executive management. Hours may be long and irregular.
- Convey a professional and positive image and attitude regarding Cardano Foundation.
- Demonstrate commitment to continued professional growth and development.

The chief executive is action oriented and innovative. S/he translates broad goals into achievable steps. S/he anticipates and solves problems and takes advantage of opportunities, is a self-starter and team player.

A high level of personal skills is required to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.

The individual must be comfortable with diversity and respectful of a wide range of faiths, beliefs and experiences.



Education

- University degree in the field of computer science, business administration, or another rigorous discipline.

Knowledge & Experience

- Preferably 5+ years' experience and some experience with startup companies.
- Development, Project management, or 3rd Party contract management experience.
- Preferably some exposure to cryptocurrency or blockchain technology.
- Familiar with more than one software development methodology.
- Ability to discern user requirements and develop specifications.
- Has contributed to one or more open source projects.
- Familiar with the fundamental nature of Web standards, Internet protocols, RFC standards, database management systems, and revision control systems.
- Familiarity with information security vulnerabilities and risk management.
- Familiarity with consumer privacy and payments industry compliance requirements.
- Exposure to business theory, business process development, governance processes, management, budgeting, and administrative operations.

Personal Attributes

- Proven leadership ability.
- Ability to set and manage priorities.
- Excellent written and oral communication skills.
- Excellent interpersonal skills.
- Ability to articulate ideas to both technical and non-technical audiences.
- Exceptionally self-motivated and directed.
- Keen attention to detail.