The Unicode Consortium
Employment Application: Executive Director

Job Description

Position: Executive Director

Organization: The Unicode Consortium (incorporated as Unicode, Inc.) is the 501(c)3 not-for-profit public benefit corporation that enables everyone in the world to use their own language on phones and computers. Yes, there is an organization that makes that happen! It orchestrates the contributions of hundreds of professionals, expert volunteers, and users to develop and enhance the adoption of the Unicode standards, the core building blocks for all written language in the Digital Age. Over the years, the Unicode standard encoding has been steadily expanded from the world’s most widely used scripts such as Latin, Cyrillic, and Chinese ideographs to include less-used scripts like Cherokee, Mongolian, and ancient Egyptian hieroglyphics, so that all of these can be seamlessly exchanged among all modern computers. The Unicode Consortium also provides standard code libraries and “locale” data, such as how a date is formatted in Arabic or Swahili. This data is used on all computers and mobile devices around the world to provide core language support.

The variety of languages found on the Web today is thanks to the work of the Unicode Consortium. The Unicode standard enables computers, phones and other devices to support virtually every language in use in the world today, including widely used languages like English and Mandarin, and less-used languages like Navajo. But there are still many “digitally disadvantaged” languages left to go. And by the way, we’re also the folks who standardize emoji across all the world’s major digital platforms.

Thanks to the work of the Unicode Consortium, few people in the industry today remember when language support was extremely spotty, inconsistent and often incompatible across platforms. And that’s part of our challenge — keeping the mission of the Consortium on the radar of the global tech community so that we can continue expanding support for native languages world-wide and maintain compatibility across all devices, platforms, and applications. The code and data that the Consortium provides to computer and phone manufacturers and other internet platforms is among the most widely used software in the world. Join us in advancing the global impact of this important project.

This is a rare opportunity for real impact in the important work of advancing the Global Standard enabling computers to support virtually every language in use in the world today.

Reporting: This is a senior executive position reporting to Chair of the Board of Directors and the Governance Committee of the Board.

The Unicode Consortium is an equal opportunity employer. We are committed to equal employment opportunity regardless of race, color, creed, religion, national origin, ancestry, sex, marital status, sexual orientation, gender identity, disability, age, or Veteran status.
**Position Summary:** The Executive Director is a newly created position and will be the senior paid employee of the Consortium. Working directly with the Board of Directors and Officers of the Consortium, the Executive Director will drive membership and fundraising strategy and implementation, and will manage the operations of the organization, ensuring support of the technical mission and the long-term health and viability of the organization. Responsibilities will include (but not be limited to):

- **Strategy and Planning:**
  - Working with the Board of Directors, Members, and other key constituents to chart a vision for the future of the organization
  - Working with the Board to define annual objectives and goals for the Consortium, including defining annual membership, fundraising, and technical goals, to advance the vision of the organization

- **Overseeing Execution:**
  - Partnering with and supporting technical committees and other volunteers
  - Management of staff, contractors, vendors, infrastructure, and overall operations
  - Management of finances, tax compliance, and fundraising

- **Membership Development and Engagement:**
  - Establish and build strong Member engagement
  - Identify and recruit new Members
  - Develop pitches, prepare membership marketing collateral such as Annual Report and Member case studies

- **Communications:**
  - PR, Public-facing website

- **Fundraising:**
  - Development and implementation of member dues strategy
  - Coordination of fundraising volunteers from Board and industry community
  - Management of the Adopt-a-Character program
  - Identifying and developing new programs for funding the mission of Unicode

**Qualifications:**

- **Education:** BS or BA required. Graduate degree in Management preferred.
- **Self-directed leader with proven ability to marshal and inspire volunteers, work with a Board of Directors, thrive in a “virtual” organization working across a matrixed organization of volunteers, staff, and members.
- **Superlative communication, management, and organizational skills.**
- **10+ years of relevant experience with a proven track-record in management and a strong preference for experience in nonprofit management and/or standards organizations.**
- **Experience in nonprofit management preferred.**
- **Experience in the computer and communications industry preferred, with a solid understanding of the players and environment. Technical expertise not required, but the successful candidate will be able to grasp technical topics and work with technical experts so that the technical goals of the organization are reached.**

**Location:** Remote (home office) in the US, willing/able to work Pacific Time office hours

**Hours:** Full-time, but flexible

**Compensation & Benefits:** Negotiable

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