

We are looking for Head of Operations

— f/m/d – Berlin

At IPDB (Interplanetary Database Foundation) we are on a mission to put people, organizations, and machines in control of their data and digital assets by building a blockchain meta database for a decentralized public infrastructure.

We are looking for a Head of Operations to lead, direct and co-ordinate the activities of IPDB and oversee all operations, functions and activities from the Berlin based office.

Head of Operations will be the face of the organisation, responsible for giving strategic direction and implementing a high-quality vision. We are looking for an exceptional individual who is an influential manager with the ability to lead and motivate the IPDB membership and team. The ideal candidate would have great communication skills and take a holistic approach in managing the organization's operations. The goal is to manage and lead this organisation towards the realisation of its mission.

YOUR RESPONSIBILITIES AT IPDB:

- >> in collaboration with the Board of Directors, developing and implementing strategies aiming to promote IPDB's mission and vision;
- >> creating business plans for the attainment of goals and objectives set by the Board of Directors.
- >> financial management and risk assessment;
- >> communicating effectively with the members and the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions;
- >> signing all notes, agreements, and other instruments made and entered into and on behalf of the organisation;
- >> fundraising and developing other resources necessary to support IPDB's mission;
- >> forging and maintaining relations of trust with members, stakeholders, partners and external authorities;
- >> ensure adherence of the organisation's daily activities and long-term plans to established policies and legal guidelines;
- >> acting as the public speaker and public relations representative of the association;
- >> planing and managing the organisation's research and advocacy work.

YOU MAY BE FIT FOR THIS ROLE IF YOU HAVE:

- >> good knowledge of and experience with activities in the field of DLT;
- >> transparent and high integrity leadership;
- >> experience in developing strategies and plans;
- >> solid, hands-on, organisational skills;
- >> good knowledge of corporate governance principles and managerial best practices;
- >> an analytical mind capable for "out-of-the-box" thinking to solve problems;
- >> excellent communication (oral and written) and public speaking skills;
- >> willingness to undertake international travel where necessary.

LANGUAGES:

- >> essential – excellent knowledge of English;
- >> ideally – German (reading, writing and speaking).

WHAT WE OFFER:

- >> an international and dynamic working environment;
- >> a position in the area of DLT;
- >> the opportunity to develop an organisation together with its members and external partners.

APPLY FOR THIS JOB → contact@ipdb.global



IPDB.IO

TERMS OF THE CONTRACT

The duration of the contract is [one] year starting asap. The contract is renewable for a period of two years upon positive decision of the Board of Directors. The contract is full time. Competitive salary package commensurate with experience and similar Berlin-based positions.

To apply, please send a CV and motivation letter to IPDB Chair of the Board of Directors, Joachim Lohkamp [contact] [email] [ipdb.global].