

## Senior Manager, DPC Americas

### Summary

In collaboration with the Digital Preservation Coalition (DPC), ITHAKA is seeking a Senior Manager, to act as a head of DPC Americas to support existing and new members across the Americas. This person will bring greater attention and access to good practice and excellence within the dynamic digital preservation community from across the region.

This is an exciting opportunity to work in a high-profile and wide-ranging role. You will work to establish and develop a permanent staff presence for the DPC in the Americas, delivering a program for its growing membership, and enabling a closer and more productive collaboration among the Coalition's members, partners, and allies around the world.

You will ensure that members in the Americas are fully supported by DPC and that members in the Americas can access the benefits of their membership on an equal footing with those in Europe, Africa, and Australia. You will also expand the DPC's capacity to understand and respond to the institutional issues of digital preservation in communities, organizations, and locations which have been under-represented in the past. Your work will be transformative to the DPC and will have a lasting impact on the communities the DPC represents.

The role will be employed and hosted by ITHAKA and seconded full time to the DPC.

### About this Post

This is an exciting opportunity to work in a high-profile and wide-ranging role. Recruitment will be to ITHAKA, a DPC member of long standing based in New York. The post is available immediately on a full-time basis.

You will work to establish and develop a permanent presence for the DPC in the Americas, delivering a program for our growing membership, and enabling a closer and more productive collaboration among the Coalition's members, partners and allies around the world. You will ensure our members in the Americas are more fully supported by DPC and that DPC is accountable to them. You will ensure members in the Americas can access and develop the benefits of their membership on an equal footing with those in Europe, Africa and Australia, with events at more convenient times and locations. You will also expand the DPC's capacity to understand and respond to the institutional contexts of digital preservation in communities, sectors, geographies and jurisdictions which have been under-represented in the past. Your success will be transformative to the DPC and have a lasting impact on the communities the DPC represents.

Further particulars for this role are contained within this pack. Applications should be made through the ITHAKA website following the link below, no later than Tuesday 9 April 2024.

[Senior Manager, Digital Preservation Coalition Americas - ITHAKA](#)

Shortlisted candidates should be ready to present themselves for an interview in the week commencing 22 April 2024.

## About the DPC

The Digital Preservation Coalition's (DPC) vision is a welcoming and inclusive global community, working together to bring about a sustainable future for our digital assets.

Digital preservation is characterized by a supportive, international and vibrant community which is expanding rapidly. Cross-sector and interdisciplinary collaborations are highly valued, and they create the conditions for creativity and innovation in the face of shared challenges.

The DPC occupies a distinctive position within this growing and diverse field. It was founded in 2002, working with and on behalf of the leading institutions in the UK and Ireland. It has developed a world class reputation since then. At the time of writing, the DPC has 156 institutional members in 25 countries and six continents. It is funded principally through member subscriptions and receives around one tenth of its funds through externally sponsored projects. It currently employs 13 staff in Den Haag, Glasgow, Melbourne and York. It is governed by an Executive Board appointed from its full members. It is constituted as a not-for-profit company limited by guarantee and was granted charitable status in 2021.

DPC enables its members to deliver resilient, sustainable and useful long-term access to digital content and services, helping them to access and use digital materials beyond the limits of technical obsolescence, media degradation and organizational change. It raises awareness of the strategic, cultural and technological challenges which our members face, independent of the interests of solution providers, and we encourage collaboration for mutual benefit and the greater good. We sustain and deliver these aims through advocacy, community engagement, workforce development, good practice and good governance.

DPC's charitable status commits it to the greater good. It is accountable and transparent to members, and it is open to all stakeholders. It is neutral in respect to solutions, approaches, sectors, suppliers and vendors.

Digital preservation and the DPC are undergoing a period of sustained growth. In 2022, DPC adopted a Strategic Plan committing the Coalition to 'create, empower, structure and extend a global community, working together for a sustainable digital legacy'. This reiterated our assertion that 'digital preservation is a global challenge that is most effectively met by a community scaled to the challenge', and it laid the foundations for developing into a global agency that will grow and change to meet this goal.

Scaling the DPC's programs to meet the global challenge has been a repeated theme in the Coalition's planning, a continuous task that has progressed cautiously but constantly since our foundation. Other efforts to co-ordinate and sustain common purpose, cross-sector global networks, and global shared platforms across the digital preservation community have struggled, either through absence of sustainable resource, loss of momentum, or lack of shared vision. Consequently, a large, diverse and growing community has remained fragmented.

The DPC opened its membership to the whole world in 2014, in response to sustained interest from colleagues and partners globally. In 2019, an internationalization objective was added to our mandate. In 2020, we established an office in Melbourne so that our growing membership in Australasia could benefit from a dedicated presence and program in

a proximate time zone, and, through a stakeholder group guide the DPC's programs to reflect their needs and aspirations. The office in Melbourne was moved to a more permanent (and larger) footing in 2022. The DPC is now active in 25 countries and six continents, with members from Wellington in New Zealand to Los Angeles, California; and from Mo-i-Rana in northern Norway, to Cape Town, South Africa.

This is the context in which the DPC has initiated a process to establish a permanent presence in the Americas, including this appointment.

### Scope of this Role

This is a wide ranging, developmental post. It has been established as a development project but with the expectation that, having established a credible presence and program, the post will become a fixed presence, building then leading a small staff team that offers supportive participation, trusted leadership, and resilient partnership for our members in the Americas, and on that basis also providing strategic insight for our members around the world. The post holder will become an advocate and ally to existing digital preservation capabilities and partnerships in the Americas, supporting impactful collaboration within and beyond the Coalition. The last year of this post includes the final year of the DPC's strategic plan, which will be renewed partly based on the experiences and insights gained. The role will also shadow the development of the DPC's presence in Australasia learning from that experience and helping the DPC's transformation to a global foundation.

The DPC's strategic plan was renewed in August 2022. It has five strategic objectives, and the post will work across all of these:

- **Community:** by offering a warm welcome to all agencies and individuals with an interest in digital preservation and providing an efficient and effective platform for meaningful and sustained professional exchange.
- **Advocacy:** by working towards a climate of public and institutional policy which is better informed and better inclined towards digital preservation.
- **Workforce Development:** by providing opportunities for our members to acquire, develop and retain competent and responsive workforces that are ready to address the challenges of digital preservation.
- **Good Practice:** by supporting our members towards greater maturity in digital preservation through knowledge exchange, continuous improvement, horizon scanning, advice on standards, authoritative publications, and engaging and informative events.
- **Accountable, Sustainable and Dynamic Governance:** by maintaining and enhancing our organizational functions and structures to ensure good governance.

### Oversight

The role will be line managed by William Kilbride, the Executive Director of the DPC, and supported in the delivery of strategic objectives by the other 13 DPC staff. The post will be hosted by ITHAKA, a long-standing member of the DPC which has signed a three-year agreement to help develop the DPC's presence in the Americas. ITHAKA shares the DPC's vision and values and, alongside all our members, will benefit from the additional capacity this post will bring. The post will therefore be overseen on ITHAKA's side by Kate Wittenberg and be embedded with colleagues at ITHAKA. The postholder will benefit from experience

gained by the DPC Head of Australasia and Asia Pacific. Peer support and mentoring between these two analogous roles will be actively encouraged. The post will be further supported by a Stakeholder Group of the DPC's members in the Americas, with senior representation directly on the DPC's Executive Board. DPC Members and stakeholders across the Americas have expressed great enthusiasm for the establishment of this post and will be on hand to provide ad-hoc advice and mutual support.

### **Nature of Employment and Principal Terms**

This DPC-dedicated role is available immediately on a full-time basis through employment by long standing DPC member, ITHAKA (the employer).

### **Work Authorization and Sponsorship**

The employer is not currently considering candidates who require any type of immigration sponsorship (additional work authorization or permanent work authorization) now or in the future to work in the United States.

### **Compensation and Benefits**

The starting salary for this position ranges from \$89,631 – \$112,039 per year. Starting pay may vary with job-related knowledge, skills, and experience. At present, the total compensation package for benefits-eligible employees includes medical, dental, and vision plans, an employer-paid 10% retirement contribution, paid parental and caregiver leave, 22 days of paid time off, 11 paid holidays, up to 12 sick days, wellness benefits, and more. Please note that the employer, at its discretion, may make changes to its benefits programs from time to time. #LI-JS1

### **Working with us**

We want to work with people who are passionate and who wish to contribute their perspectives and talents to their mission. Applications from people of all underrepresented backgrounds and credentials are enthusiastically encouraged. We want to hear your story and include your perspective in the transformative work we aim to do.

We are committed to encouraging and enabling inclusion and diversity within the digital preservation community. We encourage applications even where there is doubt over whether experience, skills, knowledge or qualifications are sufficient. We actively encourage applications from candidates with unusual qualifications or CVs. In this way, the recruitment panel will be empowered to determine if criteria are met.

We seek to recruit the best possible candidate and can be flexible about the place of employment. It is expected that most of the work for this post will be remote.

### **How to apply**

Applications should be made through the ITHAKA website following the link below, no later than Tuesday 9 April 2024.

[Senior Manager, Digital Preservation Coalition Americas - ITHAKA](#)

Applications should consist of a short cover letter explaining how the candidates' skills match the person description, and an application form in line with the person specification. Full CVs illustrating relevant experience and qualifications are welcome but will not be used for shortlisting.

Shortlisted candidates should be ready to present themselves for an interview in the week commencing 22 April 2024. Candidates may be asked to undertake an exercise in preparation for the interview. Depending on the size of the field, a *second* phase interview may be required.

All reasonable steps will be taken to ensure interviews are accessible for applicants in accordance with their individual needs. Shortlisted candidates will also be asked to demonstrate their suitability for employment in accordance with relevant laws on immigration and to disclose any unspent criminal convictions.

For an informal and confidential discussion about this vacancy please email [William.Kilbride\\_AT\\_dpconline.org](mailto:William.Kilbride_AT_dpconline.org)



## Job Description

<b>Job Title</b>	Senior Manager, DPC Americas
<b>Reporting To</b>	Executive Director (DPC) via secondment
<b>Job Purpose</b>	
<i>Establish and extend DPC presence in the Americas, developing and delivering a program framed by the DPC Strategic Plan, responsive to local needs and impactful across the Coalition globally.</i>	

<b>Main responsibilities and accountabilities</b>	
1.	Ensure DPC members in the Americas can fully access and develop the benefits of their membership, with events tailored to members in the Americas at more convenient times and locations in their regions.
2.	Represent the DPC in the Americas by identifying stakeholders, advocates, and potential partners, forming relationships, and developing plans and tools to facilitate the expansion of the membership and operation of the DPC.
3.	Monitor, deliver, and oversee further development of the business plan for the DPC in the Americas, including meeting targets for sustainable growth.
4.	Identify new strategic collaborations and support existing projects and collaborations consistent with the DPC's Strategic Plan.
5.	Participate in DPC planning, ensuring the needs and successes of members in the Americas are articulated, understood, and represented.
6.	Provide transparent reporting to key stakeholders.
7.	Advise on the development of the DPC's global strategy based on the experience of the DPC in the Americas
8.	Uphold the mission of the DPC as expressed in the Strategic Plan and co-developed with members, with particular attention to DPC's neutrality towards solutions, approaches, sectors, suppliers, and vendors
9.	Participate in member events and meetings of DPC, including staff meetings, Representative Council and Executive Board meetings, away days, task forces, working parties, and meetings organized by DPC members.
10.	Less than 20% travel within the Americas and an annual trip to the DPC offices in the United Kingdom (UK).

<b>Changes to the job description</b>	
This is a description of the job as it is presently constituted. DPC will review job descriptions periodically to update them in consultation with the post holder. It is the aim of DPC to reach agreement on any changes but if agreement cannot be reached, the organisation reserves the right to insist on such changes to the job description. If post holders remain unhappy with proposed changes to their job description this should be resolved through the grievance process.	

<b>Person Specification<sup>1</sup></b>
<b>Knowledge, Qualifications, Skills and Experience</b>
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Postgraduate degree level or equivalent experience</li> <li>• Proven experience or understanding of digital preservation or related subject areas</li> </ul>

<sup>1</sup> We encourage applications from diverse candidates with diverse skills. Applications are encouraged even when there is doubt as to whether criteria are met, allowing the recruitment panel to determine if qualifications, experience, skills and knowledge are sufficient.

<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Advanced negotiation and advocacy skills</li> <li>• Demonstrated project management skills and project budget setting and management.</li> <li>• Ability to work independently across a number of projects simultaneously.</li> <li>• Flexible, proactive, and innovative approach to problem solving.</li> <li>• Ability to work effectively both in an office and remotely.</li> <li>• Advanced communication, writing, and presentation skills</li> <li>• Ability to engage effectively with members and build and sustain relationships.</li> <li>• Ability to navigate the diversity of organizations and sectors within digital preservation</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Proven understanding of emerging trends and challenges in digital preservation</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of policy and regulation affecting digital preservation in the Americas</li> </ul>
<p><b>Job Features</b></p>
<p><b>Planning and Organizing</b></p> <ul style="list-style-type: none"> <li>• Planning and delivering the DPC program in the Americas.</li> <li>• Developing and expanding DPC relationships including membership</li> <li>• Contributing to DPC strategy, business and financial planning</li> <li>• Working within defined budget parameters</li> </ul>
<p><b>Decision Making</b></p> <ul style="list-style-type: none"> <li>• Making policy, standards and good practice recommendations in digital preservation</li> <li>• Identifying and prioritizing strategic opportunities and risks</li> <li>• Identifying project and funding opportunities and priorities</li> <li>• Managing project and research budgets and resources</li> </ul>
<p><b>Internal / External Relationships</b></p> <ul style="list-style-type: none"> <li>• Day to day relationships with colleagues and staff at ITHAKA</li> <li>• Managing effective, productive relationships with members, stakeholders, colleagues and funders</li> <li>• Identifying members' support needs and expectations within the framework of the Strategic Plan</li> <li>• Managing and supervising external project and research teams or contractors</li> <li>• Contributing to an effective DPC staff team and an effective Board</li> <li>• Facilitating a Sub-Committee of the Executive Board in line with strategic objectives</li> <li>• Managing relationships with and within relevant networks</li> </ul>
<p><b>Problem Solving</b></p> <ul style="list-style-type: none"> <li>• Adapting digital preservation know-how to best effect</li> <li>• Managing technical and management problems and delivering solutions to DPC members</li> <li>• Managing projects to deliver optimum shared member benefits.</li> <li>• Creative, innovative problem solving</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Working flexibly on multiple tasks simultaneously</li> <li>• Working unsupervised on agreed targets and objectives</li> <li>• Enabling, communicating and sharing responsibility in a distributed team</li> <li>• Trustworthy with respect to security, non-disclosure agreements and sensitive information</li> </ul>

### Additional Information

The Digital Preservation Coalition (DPC) exists to build a welcoming and inclusive global community, working together to bring about a sustainable future for our digital assets.

We enable our members to deliver resilient long-term access to digital content and services, helping them to derive enduring value from digital assets and raising awareness of the strategic, cultural and technological challenges they face. We achieve our aims through community, advocacy, workforce development, good practice and good governance. These five themes constitute our high-level strategic objectives and are described more detail in our strategic plan which was adopted in August 2022.

DPC is a charity, founded as a company limited by guarantee in 2002 and governed by an Executive Board nominated by full members of the Coalition. DPC has a small permanent staff of twelve, supplemented by contractors. Its staff are hosted by members in Den Haag, Glasgow, Melbourne, New York and York. The staff structure mirrors our strategic plan: the Executive Director leads the organization while senior staff manage and report progress towards one or two strategic objectives each. A Sub-Committee of the Board reviews each of these strategic objectives meeting with relevant officers on a quarterly basis.

More information about DPC is available at <http://www.dpconline.org/>

### Dimensions

#### The DPC:

- Communication and consultation with DPC's 150+ members, especially our full members.
- Knowledge exchange with an international community of around 2500 people
- Staff complement of 13 rising to 15 in 2024.
- Annual turnover of 1M GBP
- Approximately 20 partners on joint projects and initiatives
- Communication of learning from 3-5 research projects and approx. 15 development projects annually
- Reporting to funders and project coordinators for 3-5 research projects annually
- Supporting 3-5 funding applications annually

#### This Role:

- Working with approx. 20 existing members / allies in the Americas
- Extending membership in the Americas with approx. 20 new members
- Liaison with approx. 20 other stakeholders and partners in the Americas
- Regular travel events and meetings in the Americas
- Annual travel to DPC offices in Europe
- Operations across North and South America with Islands and associated dependencies

