



## IoP Alliance Coordinator

### **Purpose**

The COVID pandemic has revealed how fragile and inefficient the global manufacturing paradigm and supply chain are in emergency situations. What if we could manufacture PPE, medical devices, or anything, locally anywhere? What if we reimagined manufacturing?

Given the current and emerging technology we have today, what would production look like if we reconfigured it from scratch? We believe the answer lies in sustainable, globally networked, local manufacturing. Join us and be part of the future of manufacturing!

### **Context**

#### **Our mission**

The Internet of Production Alliance (“IoP Alliance”) brings together people from around the world to build open infrastructures enabling anyone, everywhere to participate in production.

#### **Our vision**

We believe that the future of production lies in decentralized manufacturing based on shared knowledge, allowing us to deliver products faster, made from locally sourced materials and with less ecological impact.

#### **Who we are**

We are global Alliance of people and organizations building the knowledge and tools to enable this future. And we want you to join us.

### **Project description:**

Since its launch in 2018, the IOP Alliance has released 2 open data standards, part of a series of 5. Open Know-Where (“OKW”) and Open Know-How (“OKH”) were created by the IOP Alliance working groups, constituted as a network of individuals and organisations working together voluntarily within a light coordination structure.

The next 2 years will see a great leap for the Alliance: the first dedicated team is being hired, a foundation is being registered, work on 3 further standards will begin, and ambitious goals of growing the membership of the IOP Alliance and the adoption of OKH and OKW have been set.

**Commitment:** part-time at 50%.

Depending on further funding, the % can be increased.

**Responsible to:** the role reports to the Alliance Council with the Chair of the Alliance acting as line manager.

**Responsible for:** Alliance Operations Officer, Standards Specialists, Consultants and any other personnel.

### **Fundraising for the IOP Alliance and all its initiatives**



- Liaise with fundraising task force on Fundraising priorities and strategy
- A key point of contact with donors and potential donors
- Manage relationships with donors
- Develop materials (such as 1-pager, presentation deck, etc.), funding bids, project and programme designs to pitch to donors
- Communicate the idea of initiatives and identify potential stakeholders in relevant sectors including commercial
- Work on Theory of Change (ToC), design strategy, create existing and future use cases

### **Community Development and Management of the IOP Alliance, Open Know-How (OKH), Open Know-Where (OKW) and new standards and initiatives**

- Facilitate engagement with existing members of IoP through email, Slack, meetings
- Project management of IoPA and initiatives: drive the council and working group members on defining objectives and support in moving forward on them.
- Focus point and Community coordinator and facilitator for IoP, working groups, OKH, OKW, and new initiatives
- Organize quarterly meetings, setting meeting agendas and facilitate meetings
- Manage memberships, create a 1-pager based on a call on membership, and share with the wider council and get approval
- Support in growing the Alliance: creation of documents and plans for outreach, help with voting of new members, onboarding new members, support membership task force on defining broad member's responsibilities and rules

### **Communications & Advocacy**

- Coordination of Operations and communications officer
- Define and implement communication strategy, including:
- Lead on creation of newsletters, content for websites to promote the idea of IoP, OKW, OKW
- Capture what IoP A has done and develop contents such as, case studies and use cases
- Lead all social media and communication channels, including email, Medium, Twitter, LinkedIn, websites, for IoP, OKH, OKW, and new initiatives.
- Engage with other communities based on existing projects
- Identify events, conferences, online webinars, and support IOP A participation in them

### **Person Specification:**

We are committed to building a diverse team and strongly encourage application from all genders and all regions of the world.

- Experienced leader that has previously held senior management responsibilities
- Track record of growing innovative initiatives and organizations
- Excellent communications and coordination skills
- At least 7 years' experience working in international settings or organizations
- At least 2 years of experience in fundraising and project design processes
- Diligent with strong attention to detail combined with strategic thinking



- Highly motivated self-starter with a passion for innovation, transformational change, ecosystem development
- Experience with manufacturing and supply chain issues in international settings a significant benefit
- Excellent standards of written and spoken English (other languages highly desirable)

### **Resources:**

If you are interested in knowing more about the Alliance, please check out the links below.

- IoP Alliance website: [www.internetofproduction.org](http://www.internetofproduction.org)
- OKH: [www.internetofproduction.org/open-know-how](http://www.internetofproduction.org/open-know-how)
- OKW: [www.internetofproduction.org/open-know-where](http://www.internetofproduction.org/open-know-where)
- Field Ready's blog post on OKW: [www.fieldready.org/post/now-they-ll-know-where](http://www.fieldready.org/post/now-they-ll-know-where)

### **Application Process**

- The closing date for submitting applications for this job is Sunday 8<sup>th</sup> August at 12 PM UTC.
- Interviews will commence on 9 August 2021.
- Applications should include:
  - A cover letter discussing how you fulfil the profile criteria and your relevant skills/experience
  - A CV/resume including 2 references
- Please send your application to: [info@internetofproduction.org](mailto:info@internetofproduction.org)

### **Salary**

- Field Ready is acting as the fiscal sponsor for this project funded by the Alfred P. Sloan Foundation. This role does not work for Field Ready, the contract may be transferred once an Internet of Production Foundation is established.