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President and Executive Director, Mozilla Foundation

July 2022

This version of the role is specific to Mark Surman. It will be reviewed in Q4 2023.

Purpose

As the President and Executive Director of the Mozilla Foundation, Mark plays a Pan Mozilla leadership role, with specific focus on: sustainability, growth and good governance for Mozilla overall (50%); and, design, growth and impact of Mozilla Foundation's philanthropy and advocacy programs (50%). He also acts as a spokesperson for Mozilla by articulating and promoting our vision and mission.

Pan Mozilla Leadership (aka 'apex function')

- Work with our Boards of Directors to develop and regularly update a long term strategy for Mozilla, with a focus on growing impact and sustainability.
- Grow Mozilla's scope and influence over time, both through the support of existing Mozilla organizations and, from time to time, the creation of new ones.
- Design and lead efforts to communicate Mozilla's big picture story, working marketing and communication teams from across the Mozilla portfolio.
- Lead and coordinate fundraising efforts across a variety of Mozilla organizations, raising funds from foundations, governments, investment partners and the public.
- Develop a strong team of senior Pan Mozilla leaders, housed both within the Foundation and within other Mozilla organizations.

Foundation Program Leadership

- Create and oversee philanthropy and advocacy programs within the Foundation to achieve the overall mission as outlined in the Mozilla Manifesto.
- Develop a team of senior executives to lead and grow Foundation programs, with an eye to expanding influence, funding and impact over time.
- Working with program executives, develop annual goals and budgets for the Foundation's philanthropy and advocacy programs.
- Champion diversity, equity and openness across the Foundation's teams and programs.

  Note: this scope assumes that we uplevel current program execs to have 'GM-like' responsibility for the financial success and impact of their programs.

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Board and Community Development

- Working with the Chair, support the development and functioning of the Foundation Board by developing agendas, facilitating meetings and leading recruitment efforts.
- Facilitate collaboration across the Foundation Board and other Boards in the Mozilla portfolio, especially in relation to topics which impact Mozilla as a whole.
- Provide support for the leaders of new Mozilla organizations (e.g. MZLA, Ventures and .ai), either by serving as a Board member or informally via coaching.
- Regularly convene executive leaders across Mozilla with an eye to developing a strong, well connected bench of leaders to support our long term success.
- Ensure that a strong cadre of volunteers and community members are integrated into the organization, culture and leadership of Mozilla.

For reference: this is the [original Mozilla Foundation Executive Director job spec](#) that was used to hire Mark in 2008. Mark's role has not been reviewed in writing since then.