

Executive Director

Location: Mountain View, CA

Employee Type: Full-Time Employee - Exempt

Posted: Oct. 13, 2015

Mountain View Community Television dba KMVT 15 Silicon Valley Community Media. KMVT 15 is in its 32 years of operation, as an award winning, leader in public access media centers. We enable a vibrant and diverse community to express its creativity, through hands on training, media literacy and civic engagement.

KMVT 15 supports the communities' voice and needs by providing digital and media literacy training, while also providing a distribution platform on cable channels in Mountain View, Los Altos, Cupertino and Sunnyvale. KMVT 15 also has a strong multi distribution platform through Youtube and Roku.

Located in the heart of Silicon Valley, KMVT 15 is seeking an Executive Director who will drive a strategic plan, a rebranding/reframing initiative and build the organizational capacities to expand its ever growing need for media education classes within the studio and in the classroom. KMVT 15 is poised to continue to lead in the PEG field, its community environment and maintain its stance as an innovative organization that utilizes all forms of media to express digital story telling while utilizing cutting edge technologies.

KMVT 15 employs 5 full-time employees, 4 part-time employees and outside consultants, while operating on a \$550,000 annual budget. Cable access fees from providers represents 80% of total revenues.

Opportunities for the Ideal Candidate

KMVT 15 is at a new and exciting juncture. KMVT 15 just refurbished its studio with an all HD playback system, studio, control room and production truck. KMVT 15 has increased its educational programs by 30% in the past 4 years and is continuing to grow. KMVT 15 recently renewed its contracts with 3 of the 4 cities it represents. KMVT 15 is seeking dynamic leader that is committed to the community it service and its members needs.

The Board of Directors is seeking a candidate that can foster leadership, commitment, and continue the growth in education, partnerships, program development and fundraising initiatives.

KMVT 15 seeks to find a candidate that will continue to be innovative and forward thinking when it comes to enhancing the organizations existence The Executive Director will work closely with the Board of Director and staff to continue its commitment to the communities' needs and work to narrow the digital divide through media training and initiatives.

Profile of the Ideal Candidate

Proven Nonprofit Leader

- o Supervise the operations of the community access channel, equipment, financials and facilities.
- o Monitor telecommunications policy changes and legislation at a local, state, regional and national level as it effects PEG access.
- o Provide representation out in the communities served, while also understanding needs that need to be served and finding media solutions.
- o Work with the city, and legal representative if needed to renew contracts, as required, to assure KMVT 15 funding is maintained.
- o Provide reports financial, administrative, policy/procedural, and technical knowledge to assist the Board's decision-making process, and implement directives of the Board.
- o Manage KMVT 15 legal affairs, secures legal assistance when needed, and ensures compliance with the law, and policies stay updated.

Organizational Management

- o Supervise all staff including: volunteers, consultants and interns
- o Oversee all staff evaluation and supervision. Manages and coordinates volunteer staff and members, when needed for production tasks.
- o Oversee staff work schedules and holds bi weekly meetings – inclusive of itemized agenda, action items list, and both short/long-term staff goals and progress.
- o Mentors and motivates staff and encourages transparent communication within the organization.

- o Oversee the development of innovative training courses, in collaboration with staff, as relevant to members, partnerships and community needs.
- o Assure that all technical problems are addressed and broken equipment is fixed by technicians, and answers members' procedural questions.
- o Oversee building security and facility maintenance, and lease.

Financial Operations

- o Work with Office Manager who prepares and manages operating and capital budgets, monthly Profit and Loss statements and Balance Sheets for Board review.
- o Oversee accounting procedures including payroll, bill payments, tax filings, bank accounts, investments, bookkeeping and audit scheduling.
- o Develop and coordinates a fund development plan and initiatives to support the strategic initiatives set by the Board.
- o Develop opportunities for production and other earned income contracts.
- o Must be proficient with Quickbooks and Excel

Public Relations/Advocacy

As primary spokesperson for KMVT 15, oversees the development of promotional material (articles, brochures, press releases, etc.), and actively participates in special events, speaking engagements, and other media and community forums.

- o Encourage new individual members, non-profit memberships and for-profit partnerships to increase use of the station and long-term organizational viability.
- o Initiate and strengthen ongoing discussions with relevant city leaders, to assure the interests of KMVT 15 are being addressed.
- o Oversee all website activity and social media content to include upcoming events, weekly programming, and current class and workshop information
- o Raise awareness of the KMVT 15 through out the community through education and maintaining relationships with current and new partnerships.

REPORTS TO

Board of Directors

COMPENSATION/BENEFITS

Salary and benefits is commensurate with experience, within the framework of the organization's annual operating budget.

TO APPLY

Please include a resume and a cover letter with salary requirements to jobs@kmvt15.org, . Subject Line should read KMVT 15 Executive Director. Applications will be accepted until October 30, 2015.

KMVT 15 is an Equal Opportunity Employer and actively seeks a diverse pool of candidates.