



POSITION POSTING & INVITATION TO APPLY

The NDC4 Cable Commission seeks a new Executive Director to continue our momentum and lead our organization into the future.

The person we seek must be passionate about engaging with and serving community organizations, non profits and local government partners. This leader is politically astute with exceptional presentation skills and capable of thinking strategically about the future of media production in a rapidly changing industry environment. We seek a person who invites input, can assess risk and takes timely action.

The executive director creates a positive, open culture where people are trusted and cared for, and where conflicts may be raised and positively resolved.

NDC4 Cable Commission and Town Square Television provide excellence in:

- Public, Education, Government (“PEG”) and Community Programming for 7 Member Cities
- Award-Winning Productions including News, Sports, Local Elections, Annual Community Festivals, Graduations, Government Meetings
- Managing the Relationship with Cable Franchisees and Advocating on Behalf of the Public
- Custom Video Projects for Clients
- Ensuring Sustainable Sources of Revenue through Franchise and PEG Fees, Earned Income and Fundraising
- Providing Members of the Public Access to our Facilities, Expertise and Channels through Create-Your Own Media Production Classes
- Maintaining a state-of-the-art Community Media Station

Role of the Executive Director

The Executive Director serves as the chief executive officer of the NDC4 Cable Commission and the Town Square Television non-profit corporation, achieving the missions of both organizations through the management of professional employees, consultants, vendors and volunteers.

The executive director is the spokesperson for NDC4 and TST, the liaison between the two governing boards and stakeholders, and the key leader driving partnerships with external organizations including seven Member Cities, schools, non-profits, businesses, industry trade associations and the individual residents of northern Dakota County.



Compensation Package

- Annual salary range: \$97,200 - \$145,700
- Group Medical, Dental, LTD Insurance, Section 125 Flex Plan
- Employer Match of 7.5% in PERA Defined Benefit (Pension) Plan
- Paid Holidays, Vacation, Personal Leave and Sick Leave

Applicants Must Submit

- A detailed letter of introduction describing how your experience and capabilities match the responsibilities of the position and the knowledge, skills and education required for this leadership role
- A current resume
- At least three professional references with current telephone numbers and email addresses to SEARCH@townsquare.tv
- Application deadline is September 9, 2024**



NDC4 Cable Commission and Town Square Television

Position Description Overview

Position	Executive Director
Reports to	NDC4 Cable Commission
Key Relationships	Town Square Television Board of Directors, Seven NDC4 Member Cities
Supervises	All Staff, External Consultants, Third Party Service Providers

Provides executive leadership and oversees the administrative and financial functions for both organizations

- Collaborates with the Commission and Board of Directors to create strategic plans that serve Member Cities and the Community at large
- Develops and executes a plan for long term sustainable funding including new revenue streams, earned income and fundraising
- Builds effective relationships with external stakeholders including city governments, schools, local businesses, non-profits and trade associations
- Prepares annual budgets and determines priorities for short and long-term capital expenditures
- Ensures that high quality standards are maintained for the production of public, education, government, and community programming, for custom client projects and Public Access services
- Assesses risk, takes timely action and achieves successful outcomes
- Facilitates external audits and compliance activities
- Negotiates, enforces and administers franchise ordinance agreements
- Ensures compliance with governing documents and external contracts
- Performs other related duties as required

Management of Human Resources

- Provides direct supervision of four supervisors/team leads and oversight of 11.6 FTE staff positions
- Creates a culture where people are valued, communication is open and conflicts are respectfully resolved
- Sets high standards: encourages big picture thinking, continuous learning, and permission to fail forward
- Delegates responsibilities, follows up, encourages multi-directional feedback and one-to-one coaching
- Directs activities of third-party relationships for grant-writing, sales and fundraising activities and volunteers

Required Skills and Abilities

- Demonstrates a passion for the work of the organization and the role it plays in the community
- Listens for understanding
- Excellent communication and presentation skills, able to tailor the message based on the audience
- Skilled at articulating the organizations' vision
- Intermediate skills in Microsoft Office Suite of products for PCs, accounting software, CRM software, virtual meeting and presentation software

Education, Experience and Qualifications Required

- Bachelor's degree in communications, business or public administration, mass communications, media production, or a related field, OR relevant experience
- Minimum of five years management experience in public administration, public access television, community media or related organization, OR a minimum of two years as an executive director or CEO/CAO level position in organizations as listed above
- Advanced understanding of management accounting and finance
- Experience with State and local labor laws and standard human resources practices



NDC4 Cable Commission and Town Square Television Position Description Overview

Physical Requirements

- Must be able to travel to other Twin Cities Metro locations regularly for meetings and events with occasional travel in the wider region or out of state
- Able to do prolonged periods sitting at a desk and working on a computer
- Must be able to lift, carry and operate office equipment up to 25 pounds
- Able to speak and project vocally, listen and engage verbally as a leader and participate in group meetings in person or virtually