Job Description

CHIEF EXECUTIVE OFFICER
National Federation of Community Broadcasters

Position Title:  Chief Executive Officer
Reports to:  Board of Directors
FLSA Status:  Exempt
Location:  Remote position with occasional travel required
Revised:  May 2023

About the Organization

The National Federation of Community Broadcasters serves locally-based community radio stations and other nonprofit media organizations by providing customized services and representation that advances their impact and optimizes their organizational capacity to serve their communities.

Since its inception in 1975, NFCB has advocated for and represented community radio stations in the noncommercial radio sector. Today, NFCB represents nearly 200 stations ranging from 10 watt Low Power FM stations to 10,000+ watt stations in the largest metropolitan areas of the country, including HBCU’s, tribal licensees and bilingual stations. NFCB is committed to core values of localism, equity, inclusion, collective impact, and leadership.

Position Summary

The Chief Executive Officer (CEO) of the National Federation of Community Broadcasters (NFCB) is the lead person in representing and managing the organization. The CEO is hired, evaluated, and reports directly to the NFCB Board of Directors. Within policies and guidelines established by the NFCB Board, the CEO oversees three remote employees and supervises the organization in each of four department areas: Administration, Development, Operations, and Program.

Core Duties and Responsibilities

Executive Leadership and Organizational Management (30%)

- Provide thoughtful and visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports that supports a DEI framework and guides the organization’s mission as defined by the Board of Trustees
- Coordinate small staff team in collegial leadership style, including all personnel matters
- Manage contract work and delegate work to the staff team
- Work with the board and staff to develop and implement a strategic planning process that is ongoing, including determining the feasibility and financing mechanism for accomplishing the strategic goals of the organization
- Establish goals, objectives, and operational plans in co-creation with staff and the Board of Directors
• Provide critical oversight in the design and execution of NFCB’s signature live event, the National Community Media Conference
• Ensure that the mission, values, policies and procedures of NFCB are upheld and that the organization complies with applicable local, state, federal, and IRS regulations.

**External Relations and Communications (25%)**
• Represent the organization and serve as chief spokesperson publicly at events, conferences, and partnership meetings
• Elevate and increase visibility of community broadcasters in the broader evolving national media landscape
• Present and promote the organization and its mission, programs, partners, and members in a consistently positive manner
• Continually nurture relationships with member stations
• Maintain and develop relationships with national public media organizations, peer networks, regulatory agencies, and trade organizations; cultivate and develop relationships with philanthropic groups and individuals, and the general public

**Development and Fundraising (25%)**
• Identify, cultivate and solicit potential funding sources, including additional grant opportunities
• Supervise the execution of grant writing and reporting responsibilities, for funding that includes substantial grants from the Corporation for Public Broadcasting
• Ensure the organization’s financial stability and sustainability by maintaining healthy cash flow and adequate reserves

**Financial Management and Administration (10%)**
• Provide strategic leadership and hands-on management for all of the administrative and operational functions of the organization in accordance with the mission, objectives, and policies
• Work with the COO to supervise financial planning including: operating budget; grants budget; accounting and audit; tax reporting and regular reports to the Board Treasurer
• Prudently direct resources and manage all financials within budget guidelines and according to current laws and regulations
• Assume responsibility for the fiscal integrity of the organization

**Board Governance (10%)**
• Prioritize a working relationship with the Board that is engaged, active, and transparent, that facilitates policy development and administration, board development and committee work.
• Attend all Board meetings and provide reports and updates on staff as well as all current work, project timelines, and project and organizational progress

**Qualifications**
• Prior experience in nonprofit management
• Experience with the preparation and implementation of a budget
• Knowledge of the Corporation for Public Broadcasting (CPB) and its role in funding public media
• Proven experience working with a nonprofit Board and working with diverse groups of people
• Familiarity with industry-related regulatory requirements (e.g. FCC regulations)
- Proficient with Microsoft Office (Word, Powerpoint, Excel) or equivalent, Zoom, QuickBooks, and Salesforce

**Skills**
- DEI - The ability and passion to creatively and consistently apply a DEI framework
- Governance - Demonstrate knowledge of effective nonprofit practices
- Coaching - Developing and maximize employee talent and potential
- Facilitation - Prioritize meeting process by guiding group collaboration
- Integration - Ability to evaluate member stations’ needs and cultures and incorporate those values into a larger development strategy
- Knowledge of noncommercial educational station management preferred
- Time Management - Ability to prioritize tasks and work independently
- Communication - Excellent written, oral, and public speaking skills; a persuasive and clear communicator with strong interpersonal and multidisciplinary project skills

**Job Type:** Exempt (Salaried), 32-hours-per-week (full-time)

**Location:** Remote position based in the United States. Occasional travel is required (3-5 times per year).

**Compensation:** Determined by the Board of Directors; $85,000 to $100,000, dependent on job-related skills, knowledge and experience

**Benefits:** Employer-paid health insurance, paid parental leave, 96 hours of paid vacation and 76.8 hours of sick time annually (6.4 hours/month), 11 paid federal holidays, and one paid floating holiday. A monthly stipend will be provided to cover IT and other work expenses. This position is provided with a laptop computer and a printer/scanner.