



Chief Executive Officer Job Announcement National Federation of Community Broadcasters

Position Title: Chief Executive Officer

FLSA Status: Exempt

Reports To: Board of Directors

Employment Status: 32-hour-per-week full-time

About the Organization

The National Federation of Community Broadcasters serves locally-based media organizations by providing customized services and representation that advances their impact and optimizes their organizational capacity. Founded in 1975, NFCB is the oldest and largest national organization dedicated to community stations within the public media system. Core services include: education and training; advocacy and representation; consulting; and facilitating peer-to-peer exchange through our listserv, strategic initiatives, and national conference.

Position Summary

The Chief Executive Officer 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 supervises the organization in each of four department areas: Administration, Development, Operations, and Program. This is an FLSA Exempt, 32-hour-per-week (full-time), US-based remote work position, with an annual salary in the range of \$85,000 to \$100,000. Compensation is commensurate on job-related skills, knowledge and experience, and includes health insurance, paid vacation and sick time, paid holidays, and paid parental leave.

Key Characteristics

The CEO is a visionary and strategic leader who works effectively at the intersections of big picture ideas and practical strategies for day-to-day management, while championing a DEI framework. They bring an analytical, intellectual understanding of public broadcasting as a system and community radio as a group. Leading candidates will be broadly informed leaders with a high level of intellectual curiosity and the capacity to encourage others to explore new terrain.

Successful candidates will be able to engage and convene others in a process of exploration and dialogue. The CEO needs to be an interdisciplinary and creative thinker who will be innovative as well as pragmatic. They will be an open-minded, confident professional who enjoys exploring issues while also recognizing the ownership of ideas less important than the result of the collaborative effort. The CEO will be an effective facilitator who will have the strength of character and conviction to work with an engaged board and staff that are dedicated to the mission of NFCB. The CEO will be comfortable in a hands-on role and willing to do the essential tasks required to meet the goals of NFCB.

Strong written and oral communication skills are critical to ensure that the CEO will be effective and persuasive in presenting NFCB and its mission to its membership, stakeholders, and funders. The CEO will be equally adept at developing engagement strategies to help ensure that NFCB remains relevant and effective in the service it provides to member stations.

The successful individual is expected to have solid experience in nonprofit management and direct knowledge about station management. Demonstrated success in general management, financial management, and strategic planning is required.

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 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

Core 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

Core 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

To Apply for this Position

Please submit a cover letter (1-2 pages) and résumé to careers@nfcbl.org with the subject line "NFCB CEO Application" no later than Sunday, August 13th. Please address how you are uniquely positioned and or qualified to lead NFCB into the future.

The desired start date is January 2024 or sooner. The position is open until filled.

We strongly encourage BIPOC and other historically under-recognized individuals to apply.

We thank all applicants for their interest, but only those selected for an interview will be contacted.

NFCB is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind

NFCB provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.