

Philadelphia Public Access Corporation

JOB DESCRIPTION: EXECUTIVE DIRECTOR

The Philadelphia Public Access Corporation (PPAC), a new nonprofit corporation that will manage a Public Access cable TV network and resources, invites applications for the position of Executive Director. PPAC was established to give residents of Philadelphia access to the tools, technology and training to create and distribute their own non-commercial programming over the Comcast cable system in Philadelphia.

Summary Description: The Executive Director serves as the chief executive officer and principal spokesperson for PPAC. Key responsibilities include a variety of Public Access start-up related activities, oversight and implementation of agreements with the cable operator and City of Philadelphia to ensure compliance with obligations, and supervision of such areas as outreach, training, production, programming, promotion and fundraising. This person must lead and inspire others, effectively meet the challenges of community media in an urban environment and with new technologies, ensure the fair and equitable delivery of services, continue to expand access to underserved communities, and encourage the growth of diverse and quality programming. The Executive Director reports to and holds office at the pleasure of the Board of Directors, and must work effectively in a team environment.

Essential Duties and Responsibilities:

Work with the Board of Directors to give direction and leadership to the formulation and achievement of PPAC's philosophy, mission, and its annual goals and objectives.

Work with the Board of Directors and staff to develop and implement all policies, procedures, and long-range strategic plans. Prepare periodic reports regarding progress toward and barriers to the achievement of such policies and plans.

Ensure that the cable operator and City of Philadelphia comply with the terms of franchise and operating agreements on an ongoing basis, and be an effective advocate for policies that preserve and expand Public Access.

Oversee administrative, financial and program operations, and all PPAC personnel matters.

Prepare a proposed annual budget for each new fiscal year at least ninety (90) days before the expiration of the current fiscal year and, following Board approval, administer the PPAC annual budget. Develop and implement responsible fiscal procedures and policies. Negotiate and ensure compliance with PPAC contracts.

Supervise the site selection, design and renovation of suitable space for PPAC's central Community Media Center. Approve and oversee the purchase and installation of all production and office equipment (including preparation of bid specifications, vendor selection, etc.)

Pursue and incorporate additional revenue sources through a variety of fundraising and entrepreneurial activities, consistent with the mission of the organization.

Maintain a close working relationship with representatives of the City of Philadelphia, school district, higher educational institutions and other civic institutions and community leaders in the area.

Manage the routine operations of Corporation.

Carry out the policies and programs established by the Board of Directors.

Serve as staff of the Board and to all committees of the Board.

Employ, direct, supervise and terminate services of other members of the staff.

Perform such other duties as from time to time may be assigned by the Chairperson or by the Board of Directors.

Additional Duties and Responsibilities:

Develop and coordinate an active volunteer program.

Establish and oversee Public Access training programs.

Keep informed of trends, issues, events and developments within the PEG (Public, Educational, Government) Access field through professional peer contacts and other communications in order to facilitate sharing of knowledge and best practices.

Work constantly to improve and enhance the services offered by PCAC.

Minimum Employment Standards and Requirements:

Education/Experience:

BA or BS degree from an accredited college or university, or equivalent experience.

A minimum of five (5) years of supervisory, managerial and/or administrative experience in the PEG Access field, or in related areas such as community media, public administration, arts, etc.

Must have achieved a senior level position in an organization or department.

Knowledge/Skills:

Extensive knowledge of the cable TV and PEG Access field, including the history and philosophy of PEG, and a strong commitment to First Amendment rights and enhancing citizen participation through access to communications media.

Demonstrated experience in fiscal administration, planning, management of nonprofit organization(s), and human resource development.

Personnel management experience, including responsibility for hiring and termination.

Demonstrated excellent verbal and written communications skills, as well as excellent public speaking skills for both formal and extemporaneous presentations; ability to present PPAC to a diverse public.

Demonstrated desire to positively impact the community and to improve public dialogue through access to communications media.

Proven successful track record in fundraising, including short- and long-term planning, grant writing, individual donor outreach, and the ability to cultivate prosperous relationships with the funding community.

Ability to outreach to and work with diverse groups, individuals, ideas and opinions; cross-cultural competence and a demonstrated commitment to diversity.

Demonstrated self-confidence and sound judgment sufficient to handle challenges.

Desirable Qualifications:

An outstanding relationship builder, with existing ties to a broad and diverse range of Philadelphia's communities.

Grasp of the history and current state of federal, local and state cable regulations.

Knowledge of field and studio video production, operating rules and procedures, the use and maintenance of production equipment and varied modes of cablecast and other dissemination technologies.

Ability to oversee initial construction of production facilities and equipment installation.

Work experience with local government agencies, educators and community groups.

Executive-level experience in leading a nonprofit organization, preferably in non-commercial PEG Access.

Experience in working effectively with a volunteer Board of Directors and a variety of committees and individuals.

Demonstrated ability to develop and coordinate active outreach/volunteer programs.

Understanding of the municipal budget and policy-making processes.

Anticipated Employment Starting Date: January 2009

This job description should not be construed to imply that these requirements are the exclusive standards for the position. Employees will follow any other instructions and perform any other related duties as may be required to fulfill all job responsibilities and the mission of the organization.

A salary of \$65,000, or commensurate with experience, is offered. A benefits package is also offered.

PPAC is an equal opportunity employer. Women and people of color are encouraged to apply.

Applicants must submit (via electronic mail) a detailed letter of introduction (*that specifies how their experience, knowledge and skills match the identified duties, responsibilities, and minimum employment standards and requirements of this position*), a current resume, and at least three professional references with telephone numbers to:

PPAC Executive Director Application
c/o Keith Brand, member of the Board of Directors
brandk@rowan.edu

The deadline to apply is December 1, 2008.