

Job Title: Executive Director of GCTV

Hours: Full time, salaried, exempt position

Salary: Commensurate with experience (salary range is \$55,000 to \$70,000)

Benefits: Medical for employee and dependents as per GCTV policies; vacation, sick leave, holidays as per GCTV personnel policies; Town parking permit for personal vehicle; and basic cable, internet, phone service for residence

Overview of Position:

To lead and represent GCTV in our mission of providing community access television and radio to the greater Greenfield Community.

The Executive Director is the Chief Executive Officer of GCTV.

The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

Responsibilities:

1. Help in the planning and maintain a long-range strategy which achieves GCTV's mission, which makes consistent and timely progress.
2. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
3. Promote active and broad participation by volunteers in all areas of the organization's work.
4. Maintain official records, documents, usage statistics, and ensure compliance with federal, state and local regulations.
5. Maintain a working knowledge of significant developments and trends in our field of service.
6. Provide vision and leadership to the strategic and day-to-day program implementation of GCTV.
7. Implement and direct fund and resource development, including identification of funding prospects, grant shaping, and collaboration with foundations and judicatories.
8. Guide GCTV in responding to emerging issues in Franklin County Massachusetts.
9. Collaborate and lead in effecting positive communication within the organization, programs, partners, and with our membership.
10. Develop collegial, fiscal, and partnership relationships with community organizations.

11. Enable producers in their exploration and articulation of media and of their work.
12. Serve as Head of Staff, providing direction and supervision to support staff and volunteers.
13. Ability to stand for extended periods of time and ability to lift over 50lbs.
14. Other duties as assigned.

Accountability: The Executive Director is accountable to the Board of Directors of Greenfield Community Television.

Relationships:

1. Serves as the chief administrative officer of the GCTV Board of Directors and as staff resource.
2. Serves as the head of staff, the supervisor, and the colleague of all staff.
3. Serves as the primary spokesperson for GCTV as directed by the GCTV Board of Directors.

In communications, the Executive Director will:

1. See that the board is kept fully informed on the condition of the organization and all important influencing factors.
2. Publicize the activities of the organization, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations deemed deserving of GCTV support.
4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.

In relations with staff, the Executive Director will:

1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place and adhered to.
3. See that there is effective staff cross training program, with appropriate provisions for succession, replacement, and fill-in is in place.
4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
5. Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

In budget and finance, the Executive Director will:

1. Be responsible for developing, maintaining and obtaining board approval for sound financial practices.
2. Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within approved budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.
4. Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.