DAYTON ACCESS TELEVISION (DATV) EXECUTIVE DIRECTOR POSITION DESCRIPTION

**POSITION SUMMARY**

The Executive Director of Dayton Access Television (DATV) reports to the Board of Directors and is responsible for the leadership of the non-profit 501(c)(3) organization. The Executive Directors' responsibilities include strategic planning, economic development, community outreach, grant writing, contract management, contract negotiations, financial oversight, communications, and staff administration.

Candidates must possess proven non-profit, educational, or government leadership skills and a track record of effective organizational development. Additionally, the candidate should exhibit the ability to build and maintain collaborative business and community relationships to further the organization's strategic goals. Key activities will include contract negotiating, actively organizing and/or participating in local and regional events, fundraising, and speaking engagements with the media and other community forums.

# ROLES AND RESPONSIBILITIES

* Develops a strategic plan and leads economic development efforts that ensure the organization's long-term financial stability.
* Identifies and fosters strategic relationships with external organizations (including individuals, businesses, educational institutions, and non-profits) that strengthen DATV's standing in the community, increase exposure, and maximize our value within the Region.
* Initiates and strengthens ongoing discussions with relevant city and county leaders to assure the interests of DATV are being addressed and that DATV services are understood as having a tremendous value in the Dayton Region.
* Monitors telecommunications policy changes and legislation at a local, state, regional and national level, affecting PEG access.
* Produces reports with administrative, policy/procedural, and technical knowledge to assist the Board's decision-making process and implement the Board's directives.
* Manages DATV's legal affairs and secures legal assistance when needed, ensuring compliance with the law.
* Oversees human-resources responsibilities, including hiring and managing staff to ensure the organization's needs are efficiently met.

# QUALIFICATIONS

A Bachelor's Degree with experience in grant writing and local community services for a non-profit, non-governmental organization, or educational environment is required. Experience in television production and programming and contract negotiation is a plus. A Master's degree in Public Administration specializing in non-profit organizations is preferred. A background check and valid Ohio driver's license are required.

An equivalent combination of education, training, and experience which provides the requisite knowledge and skills for the position will be considered.

# COMPENSATION AND BENEFITS

The salary ranges from $65,000 to $80,000, depending upon qualifications and experience. A competitive benefits package is also provided. In addition, reimbursement of reasonable moving expenses may be provided for an out-of-state hire.

# APPLICATIONS AND INQUIRIES

Applicants should submit: (1) A letter of introduction describing their experience and skill match for the position; (2) A current resume or vita; and (3) three professional references with telephone numbers and email addresses.

Please send the application in a **single PDF** document to Marlese. Durr @gmail.com  with each document labeled appropriately. In the subject line of your email submission, write ***Executive Director Job Application.*** Applications will be reviewed on ***an ongoing basis until July 15, 2022-the closing date***. No phone calls, please.

***Dayton Access Television is an Equal Opportunity Employer and complies with the American Disabilities Act. Women and Minorities are encouraged to apply***.

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