

Full Time Executive Director, Midpeninsula Community Media Center, Palo Alto, CA

The Midpeninsula Community Media Center (Midpen Media) is a nonprofit public access TV and film organization with digital media resources and training available to the public. Midpen Media manages community access TV Station Serving Atherton, East Palo Alto, Menlo Park and Palo Alto, portions of unincorporated San Mateo and Santa Clara counties.

[About Us | Midpen Media Center](#)

POSITION SUMMARY

Executive Director manages all operations, functions, and activities of Midpen Media. As the face of the organization in the local community, the Executive Director drives our mission and vision forward by cultivating donor and sponsor relationships, partnerships and promoting community engagement, creativity and public access to ensure growth and continued success of Midpen Media.

He/she must be able to take charge of and grow a small organization, including being willing to be “hands on”, if needed, as well as develop and maintain collaborative relationships with volunteers, community members and stakeholders. Internally, the Executive Director creates an environment that fosters creativity and makes MidPen a fun place to work. The ED works closely with the Board of Directors to fulfill strategic and operational goals and initiatives.

KEY RESPONSIBILITIES

- Oversees delivery of local content and scheduling for 5 cable channels
- Works to transition the organization to a digital media nonprofit with a sustainable business model
- Builds and nurtures local relationships in the community
 - Manages an advisory council of volunteers, producers, and community influencers to rebuild and reinvigorate existing programs
 - Develops and cultivate multiple new revenue sources from the local communities
 - Fosters the voices of diversity of our local communities
- Works with the employee, Board and volunteer communities to develop strategies for increasing Midpen’s impact and ensuring sustainability
- Manages contract implementation and compliance with local government production contracts
- Recruits, hires and manages staff and volunteers
- Suggests for Board comment and approval fundraising strategies
- Manages the organizational budget and ensures responsible financial stewardship and sustainability
- Supports educational services, such as training classes and summer camps
- Works closely with the Board on organizational strategies and business plans
- Oversees compliance with regulations for building operations
- Seeks ways to maximize utilization of MidPen’s media studio, field equipment and mobile studio van

EXPERIENCE/QUALIFICATIONS

- 10+ years in the communications, tech, or Govt sectors preferred
- 5+ years of experience in video production and/or television preferred
- Past Executive Director or management experience preferred
- Demonstrated success building and leading nonprofit or volunteer organizations
- Experience working in both operational and strategic roles
- Comfortable with public speaking and giving public presentations
- Communicates and works collaboratively with the Board and Staff

Midpen Media is an equal opportunity, drug-free employer committed to diversity in the workplace. Military veterans are encouraged to apply. We provide a competitive compensation package commensurate with experience and an attractive benefits package. **Submission Deadline: March 15, 2024.** Please email your cover letter and resume to edjob@midpenmedia.org