

INSERT STATE Executive Director Job Description

1. The Executive Director (“ED”) of the **Insert state** Association of Broadcasters (“**INSERT STATE**”) is responsible for the day to day operation, events, and communications supporting the strategic goals of the organization.

2. The Executive Director reports directly to the President of the **INSERT STATE** and is also responsible for informing the Board of Directors at regular intervals on progress of projects and other major tasks.

3. Responsibilities include (but are not limited to):
 - a) Increasing membership through various recruitment activities. Maintenance of a database that tracks all levels of membership including full, and associate members plus television, radio, advertising agency and other categories. Responsible for the annual invoicing and collection of all membership dues.
 - b) The ED shall attend committee meetings as needed or requested.
 - c) The ED will conduct annual visits with each member station at their broadcast facilities
 - d) Effectively communicate with membership through traditional, new and as yet to be determined methods.
 - e) Maintaining and increasing **INSERT STATE** revenue by monitoring NCSA programs and locating prospective clients. Management of these contracts, rates, reporting, and servicing of accounts. Uncovering additional revenue opportunities for the board to consider.
 - f) Manage and develop **INSERT STATE** events, membership benefits and educational opportunities as outlined by the Board.
 - g) Legislative liaison on the State level and the Federal level to keep informed of any proposals that affect the **INSERT STATE** and its memberships well as FCC informant for membership. If the candidate is able to represent the **INSERT STATE** as a lobbyist they will do so with the board’s approval and discretion.
 - h) Researching, reporting and initiating new initiatives as directed by the Board of Directors.
 - i) Serve as liaison between **Insert state** Broadcasters, the NAB and other State Broadcast organizations.

- j) Supervise **INSERT STATE** scholarship program(s) including preparation of contracts, and annual financial contributions through selected school or organizations.
- k) Coordinate ABIP program including contracts with inspector and the FCC, preparation of contracts with individual stations, preparation and distribution of Certificates of Compliance and submission of final reports to the commission's field office.
- l) Attend annual NASBA conference, NAB's leadership conference and other meetings the board determines to be of value to the **INSERT STATE**.
- m) Maintain **INSERT STATE** website and other digital assets and portals. Development of new mediums and digital opportunities as requested by the board.
- n) Other duties as directed by the board.

4. The Executive Director will work independently and must have outstanding time management discipline, be self motivated, and be able to prioritize tasks. This is a part time salaried position. The ED cannot go over 40 hours in any single week without prior approval.

5. The Executive Director must be comfortable working with a membership that stretches from small business to large corporations. This position requires frequent regional travel and occasional national travel. The ED will be expected to travel statewide to visit with each member facility at least annually. The ED shall have a valid driver's license and personal vehicle for travel.

6. The ED should be comfortable working with standard business computing technology similar to Microsoft Office, G-Guite (Google), etc.

7. The Executive Director would, ideally, have both radio and television broadcast experience, as well as a minimum of 10 years of broadcast management or leadership experience.

8. The Executive Director will generate and present a monthly activity report for the board of directors.

9. The Executive Director will be responsible for working with the Treasurer to prepare an annual budget each year for the board's approval. The ED will be responsible for working within the framework of that budget.

10. Compensation will be based on a combination of base salary and commission dependant on NCSA and other PSA deliverables.

11. Postage, phone usage, office supplies, travel and other pre-approved expenses will be reimbursed monthly upon receipt of a verified monthly expense report. Unplanned expenses above the amount of \$250 or more must be approved by the president

Submit your resume and cover letter by Friday November 30th to