

Please submit a resume and cover letter to: **Susan Fleischmann,**

**Cambridge Community Television** | [info@cctvcambridge.org](mailto:info@cctvcambridge.org)

No phone calls, please.

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## **Cambridge Community Television Seeks Deputy Director**

Cambridge Community Television is the nationally recognized, award winning community media center serving Cambridge. CCTV seeks a Deputy Director to assist the Executive Director in day-to-day administration of this active nonprofit organization. The Deputy Director will be an integral part of the management team and will help foster a culture promoting teamwork, innovative ideas and excellence in service delivery. This role requires a highly motivated and organized professional who works well with others and has a passion for public service and the mission of CCTV.

The Deputy Director's responsibilities will include:

- Working with management staff on outreach and training programs and facilities management
- Marketing and promotion of the organization's programs and projects
- Grant writing and other fundraising
- Staff supervision
- Administrative duties including payroll and benefits management, and other fiscal responsibilities
- Management of internal communications
- Assistance with event management

Other duties as assigned

The ideal candidate for the Deputy Director role will have 3 to 5 years of program management experience in a non-profit organization. The successful candidate is a self-starter, able to work independently and in teams, and enjoys exploring new technology initiatives to support the community. He or she will also possess:

- High energy and maturity
- Excellent written and verbal communication skills
- A track record of providing leadership in managing teams
- Demonstrated success in implementation and execution of multiple tasks while responding to multiple priorities and key initiatives concurrently
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- A commitment to social justice

An interest in alternative media is helpful, as is knowledge of Cambridge. Experience working in a community that is racially, ethnically and economically diverse is strongly preferred. Bilingual applicants strongly encouraged to apply. Salary range is \$60,000-70,000, commensurate with experience, and good benefits. This is an 18-month position with opportunity for advancement.

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