



POSITION: Managing Director

APPLICATION DEADLINE: Applications will be reviewed on a rolling basis until the position is filled.

START DATE: March 2025 preferred. Relocation assistance is available.

LOCATION: Office in Dennis Port, MA. Schedule flexibility may be provided.

COMPENSATION: Base salary starting in the \$75,000-\$85,000 range commensurate with experience. Benefits include health and dental insurance, long and short term disability and life insurance, 3 weeks of paid time off, 12 paid holidays, retirement plan with company match.

ABOUT CAPE MEDIA CENTER

Cape Media Center is a nonprofit community media center and the public access TV station for the towns of Barnstable, Yarmouth, Dennis, Harwich, and Chatham. Our mission is to build community through media, enhance democratic communication, and facilitate free expression by providing our five towns with a state-of-the-art media resource center.

POSITION SUMMARY

Under the direction and guidance of Cape Media Center's Executive Director, the Managing Director will oversee aspects of the day-to-day operations of the organization, including managing staff, ensuring quality programming is created and distributed, while maintaining positive community partnerships. A successful Managing Director will be an engaging and collaborative leader who has a strong understanding of community media and a passion for public service.

ESSENTIAL FUNCTIONS

- Report to the Executive Director and provide written updates on staffing, current work and project timelines, and organizational and financial matters.
- Manage aspects of the daily operations and supervise key department heads.
- Lead and continue to develop an experienced team of project management and project controls professionals.
- Identify, hire, and supervise staff positions as needed.
- Attend and contribute at all staff meetings.
- Serve as a spokesperson for Cape Media Center with government officials and the public.
- Direct and expand revenue generation, development, and fundraising initiatives.
- Identify grant opportunities and lead efforts on grant writing.
- Assists in developing timely and relevant media workshops and webinars.
- Network and collaborate with community organizations – including business, governmental, nonprofits, and local public and private education institutions.

- Build, expand, and refine all aspects of communications – from web presence to external relations – with the goal of creating stronger brand identity.
- Stay informed of trends, issues, events, conferences, and developments within the community media field through professional peer contacts, conference attendance, and relevant federal, state, and local legislation.
- Advocate for organizational needs; represent the organization in a positive manner to stakeholders.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Communications, Journalism or related field.
- Minimum 3 years of experience in the media industry, preferably community media.
- Grant writing and fundraising experience.
- Proven leadership skills in staff management and team building.
- Strong communication and presentation skills to build partnerships and collaborations across public and private sectors, and within the Cape community.
- Ability to effectively budget and manage financials of a non-profit organization.
- Knowledge of broadcasting standards and regulations
- New media and multi-platform distribution models including Podcasting, Vodcasting, AVOD, SVOD, Fast Channels, AI, etc.

Application Instructions:

All candidate inquiries and applications should be directed to Kendra Wallin at Wallin Search Group via jobs@wallinsearch.com. Please submit your resume and cover letter providing details regarding your media experience and qualifications related to the job responsibilities. All inquiries will be handled confidentially.