



## General Manager and CEO

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The General Manager is the chief executive officer of WLJT-DT with responsibility for managing the station according to board policies, within state and federal laws, and the best interests of the community as defined in WLJT's mission statement. He/she has a leadership responsibility for developing and nurturing a strong staff to oversee the station operations, production, engineering, fund-raising, promotion, administrative and other vital functions of the station.

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### Minimum Requirements:

- Four-year college degree in management, communications, broadcasting, related field or equivalent professional experience.
- Managerial experience in the media or comparable corporate experience.
- Proven track record of financial management and responsibility.
- Demonstrable ability to effectively communicate orally and in writing.
- Computer skills with the ability to learn and use proprietary database software and knowledge of Microsoft Office applications.

### Preferred Requirements:

- At least two (2) years experience in management of a public television station.
  - Master's degree in an appropriate, related field.
  - At least four (4) years successful supervisory experience.
  - Demonstrable ability to use Quickbooks accounting software and Microsoft Office applications.
  - Proven track record in nonprofit fundraising.
  - Experience with federal and state compliance record keeping.
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This position reports directly to the Board of Directors and is a member of the station's executive committee. This position is full-time, salary, exempt.

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### Duties may include but are not limited to these areas:

- Strategic Planning – Develop and implement long and short-term plans for the station in cooperation with the board of directors.
- Board Relations - Inform, advise, and organize materials to enable the West Tennessee Public Television Council to perform its duties and implement board decisions.
- Compliance - Oversee FCC and Corporation for Public Broadcasting compliance to ensure all measures are in place to meet requirements.
- Staff Leadership - Hire, develop, direct and motivate department heads and the professional staff.

- Legislative Relations - Develop good relations with the Tennessee General Assembly and the Governor along with United States Congress to help assure continued state and federal support.
  - National Affairs - Participate in the governance and decision making of national public broadcasting organizations
  - Budget and Administration - Oversee the preparation of audits, budgets, and financial plans; ensure compliance with FCC and other regulations; supervise administration of the organization.
  - Fundraising - Participate in direct fund raising and assure that income sources are developed through marketing, promotion, and fundraising activities.
  - Community Relations - Represent the organization within the community, the region, and the state and help to develop a positive, high-profile image for the station.
  - Program Content - Oversee staff efforts to maintain and strengthen WLJT's programming and local productions.
  - Facilities and Equipment - Assure the planning for replacement of equipment and buildings is accomplished and that maintenance is performed.
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Send resume including 3 professional references to:

WLJT-GM Search    OR    Apply online at: <https://goo.gl/sB6eUs>  
P. O. Box 966  
Martin, TN 38237

All materials should be postmarked no later than April 13. No phone calls please.

AA/EEO