



Access Humboldt is Looking for a New Executive Director!

Overview

Access Humboldt seeks a dynamic, inspirational, and visionary leader as its next Executive Director. Access Humboldt is a nonprofit community media organization serving Humboldt County and the Cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, and Rio Dell, California since 2006.

Access Humboldt manages five cable TV channels and a low-power FM radio station that provide Public, Educational, and Government programming, free air time, and access to media resources. Diverse community members utilize Access Humboldt's resources to engage in meaningful conversations that increase participation in civic life. Local governments, educational institutions, and community-based organizations find Access Humboldt's services to be indispensable.

Access Humboldt is also contracted by the County and Cities to ensure that the cable companies comply with the terms of agreements with the County and Cities on an ongoing basis.

The Access Humboldt production facilities and administration offices are located on the campus of the College of the Redwoods in Eureka.

The [Community Media Archive](#) started as a partnership between The Internet Archive and Access Humboldt in 2008. It now archives videos by over 2,100 community media centers and producers from around the U.S.

For more information about Access Humboldt: <https://www.accesshumboldt.net>

Living in Humboldt County

Humboldt County is located on the northern coast of California, with a population of about 135,000 people. The region's climate is characterized by mild, wet winters and cool, dry summers, creating an environment where lush vegetation thrives year-round. The cost of living in Humboldt County is significantly lower than in other areas of California. Housing is relatively affordable, with many options for renting or buying homes.

The primary population centers in Humboldt County are Eureka and Arcata. Founded during the gold rush, Eureka is now a state historic landmark and national treasure, with hundreds of significant Victorian homes. It is a culture-rich, art-centric city boasting murals, live theater, and symphony music framed in stunning, unique architecture. Surrounding Eureka are ocean beaches, beautiful rivers, and awesome redwood forests.

Arcata is the home of California State Polytechnic University, Humboldt (aka Cal Poly Humboldt). Arcata is a community where environmentalism and social activism are broadly embraced, and was the first U.S. city to have a Green Party majority in its city council.

Learn more about Humboldt County at:

<https://visithumboldt.com>

<https://humboldtsd.org/area-description>

<https://www.cityofarcata.org>

[Towns of Humboldt County](#)

<https://visiteureka.com/>

<https://www.eurekaca.gov/>

<https://eurekaisready.com>

Job Description

Summary: The Executive Director is the chief executive officer and principal spokesperson for Access Humboldt. Key responsibilities include a variety of community media activities; supervision of such areas as outreach, training, production, programming, and promotion; developing and maintaining an earned income strategy; and identifying and pursuing opportunities to broaden Access Humboldt's base of financial support. In addition, the Executive Director oversees procedures needed to evaluate the cable companies to ensure that they comply with their agreements with the County and Cities.

The Executive Director leads and inspires others, ensures the fair and equitable delivery of services, encourages the growth of diverse and quality community programming, invigorates civic engagement, and enables Access Humboldt to realize its mission. The Executive Director formulates and implements policies, programs, and objectives for Access Humboldt's channels, resources, and services that are appropriate to meet community needs in an evolving telecommunications landscape. The Executive Director reports to a Board of Directors, and must work effectively in a team environment.

Primary Job Duties and Responsibilities:

- Give direction and leadership to the formulation and achievement of Access Humboldt's philosophy, mission, annual goals, and objectives.
- Be an articulate, engaged, empathetic, and supportive leader to the Access Humboldt staff and an excellent communicator who understands their needs, capabilities, and limitations.
- Work with the Board of Directors and staff to develop and implement all policies, procedures, and strategic plans, and prepare periodic reports regarding progress toward and barriers to achieving such policies and plans.
- Ensure that procedures are in place to verify that the cable companies comply with the terms of their agreements with the County and Cities.
- Oversee administrative, financial, and program operations, and all personnel matters.
- Prepare and, following Board approval, administer Access Humboldt's annual budget.
- Negotiate and ensure compliance with Access Humboldt's contracts with the County and Cities, the College of the Redwoods, equipment vendors, funding sources, etc.
- Manage the overall operation of Access Humboldt's production facilities and services, equipment, and media services, and update as needed on an ongoing basis (including the community media production facilities installed in the County and City buildings).
- Oversee the media education and training programs provided by Access Humboldt.
- Develop and pursue additional revenue sources through a variety of fundraising mechanisms, consistent with the mission statement of the organization.
- Develop and oversee outreach, branding, and public relations activities.
- Maintain a close working relationship with representatives of Humboldt County and the Cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, and Rio Dell, including ongoing communications with them to ensure the reliability and technical quality of the government programming.
- Network with vital community organizations -- including business, governmental, nonprofits, and local public and private educational institutions -- to gain input and collaboration on projects and productions.
- Refine all aspects of communications -- from web presence to external relations -- to build a stronger brand.
- Keep informed of trends, issues, events, and developments in the community media field through professional peer contacts, conference attendance, etc.
- Develop and oversee an active volunteer program.

Desired Experience, Skills, and Abilities:

- Strong development and fundraising skills, with a solid track record of successful grant writing.
- A commitment to and a passion for community media.
- Proven record of success as a nonprofit Executive Director or similar role.
- Passionate about working in an organization that values and promotes diversity, equity, and inclusion.
- Knowledge of federal, state, and local cable TV regulations; media production techniques; operating rules; training programs; and related matters.
- Demonstrated experience in fiscal administration, planning, nonprofit organization management, marketing/public relations, and human resource development.
- Advocacy experience.
- Ability to develop and execute strategic plans that align with Access Humboldt's mission.
- Ability to outreach to and work with diverse groups, individuals, ideas, and opinions.
- Personnel management experience, including responsibility for hiring and termination.
- Technology and media literacy.
- Experience in working with youth, and understanding of the importance of youth engagement.
- Excellent public speaking and written communication skills, including the ability to initiate, develop, and maintain good relationships with a broad range of people.

Education and Experience:

- BA or BS degree from an accredited college or university, or equivalent experience.
- A minimum of five (5) years of management and supervisory experience in the community media field, or a related non-profit organization(s).

Compensation and Benefits:

- Annual salary range is \$85,000 - \$95,000 (negotiable, commensurate with the selected applicant's education and experience, within the framework of Access Humboldt's annual operating budget).
- Current benefits include paid vacation and holidays, sick leave, and attendance at educational conferences, workshops, and seminars related to the community media field.

Anticipated Employment Starting Date: September, 2024

How to Apply

Applicants must submit:

- a detailed letter of introduction (describing the degree to which their experience, knowledge, and skills match the identified duties and responsibilities, and the desired experience, skills, and abilities);
- their current resume;
- a statement regarding the applicant's salary and benefits requirements; and
- at least three professional references with telephone numbers.

Submit the application materials described above (as PDF format attachments to an e-mail message) to The Buske Group, c/o Randy VanDalsen (randy@thebuskegroup.com).

The Buske Group has been contracted by Access Humboldt to assist in its Executive Director search.

Applications must be received no later than 5:00 PM (PDT) on Monday, June 3, 2024.