



438 Massachusetts Avenue
Cambridge, MA 02139
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Channels 8, 9, & 96
www.cctvcambridge.org

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The Deputy Director's responsibilities will include:

- working with the Executive Director to:
 - engage with the Board of Directors, staff, and others critical to the fulfillment of CCTV's mission and strategic plan
 - plan and implement fundraising, including grant writing, individual donor solicitation, and oversight of annual event
 - develop collaborative programs with community partners
 - manage internal and external communications
 - represent the organization at community meetings and events
- overseeing CCTV's Youth Media Program, a media arts and work experience program for teens
- developing and expanding services for seniors and non-profits
- supervising staff
- may serve as acting Executive Director if called upon

The ideal candidate for the Deputy Director role will have 3 to 5 years of program management and fundraising experience in a nonprofit 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.

They will also possess:

- high energy, maturity, and good judgment
- excellent written and verbal communication skills
- strong supervisory skills and a track record of providing leadership in managing teams
- excellent problem solving skills

Please submit a resume and cover letter by June 11, 2019 to:
Susan Fleischmann, info@cctvcambridge.org No Phone calls please



The Voice and Vision of Cambridge

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- 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

Knowledge of and experience working in a community that is racially, ethnically and economically diverse is required.

An interest in alternative, independent media is helpful, as is knowledge of Cambridge. Bilingual applicants strongly encouraged to apply.

Salary range is \$65,000-70,000, commensurate with experience, and good benefits.

Please submit a resume and cover letter by June 11, 2019 to:

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Cambridge Community Television
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