

Job Description
Managing Director, KTXT-TV
Lubbock, Texas

KTXT-TV is a public broadcasting station licensed to Texas Tech University located in Lubbock, Texas. The station operates on Channel 5, serving a population of approximately 330,000 in 13 counties. Cable and satellite viewing extends the service area into an estimated eight additional counties. See ktx.org for more information.

Position Description: Texas Tech University invites applicants interested in the position of Managing Director to join a public institution seeking to become a national research university of distinction. The primary responsibility is the supervision, development and operation of KTXT-TV in support of its mission: *KTXT-TV empowers people through outreach, education and entertainment.*

Competencies

Relationship Building: The Managing Director will be a goodwill ambassador for the television station with a variety of groups, ranging from the Texas Tech University System to audiences across the South Plains. The Managing Director must be a proactive and positively regarded person among KTXT-TV's potential and existing partners from the education, business, government, and non-profit sectors. The position requires a significant time commitment and detailed involvement in the station's major fundraising activities.

Team-Focused Leadership: The position requires a Managing Director to focus a small but dedicated staff on the station's goals and opportunities. To maximize the station's human resources, the Managing Director must practice effective interpersonal communication, to mentor, delegate, evaluate and foster outstanding performance in a team environment.

Strategic Planning and Implementation: KTXT-TV, like most public television stations, must succeed with limited resources. The Managing Director must lead the organization to constantly increase efficient productivity by promoting a strategic direction synchronized with the annual operational plan and budget.

Grant Writing: The Managing Director will identify potential new sources of funding, compile grant applications, then secure, administer, and report on grants to support operating funds, ongoing services, equipment and new programs.

Innovative and Adaptive: The Managing Director will capitalize on opportunities to advance the station's public service and fiscal growth beyond traditional methods, with flexibility to stay ahead of the technology curve in a swiftly changing educational and media environment.

Experience and Requirements

- Minimum three years senior broadcast leadership experience required
- Background in public television preferred
- Proven success in fundraising and grants administration
- Demonstrated skills in fiscal management and supervision of accounting, capital and operating budgets
- Strong interpersonal communication skills
- Master's degree

Duties and Responsibilities

- Report to Texas Tech University Office of the Provost and be the primary liaison with the Texas Tech University administration.
- Effectively manage the station's human, financial, and physical resources.
- Manage the creation and execution of KTXT-TV's overall annual operating plan and budget to achieve fiscal stability as evidenced in the annual financial audit.
- Grants administration
- Assist with the adoption of a responsibility-center management budgeting system.
- Facilitate relationship-based fundraising with development board members, community leaders and area businesses. Build partnerships with government, private entities, industry, and outreach activities.
- Set a five year strategic plan for the station that aligns with and promotes the mission and strategic vision for the station and Texas Tech University.
- Motivate and lead the staff of departmental managers with competence and confidence.
- Ensure compliance with all FCC rules and regulations
- Ensure compliance with all Corporation for Public Broadcasting regulations
- Represent KTXT-TV's best interests to PBS and other public media organizations
- Manage relationships with cable companies, telephone companies, DBS systems and Internet service providers that provide signal carriage.
- The Managing Director will determine how KTXT-TV can develop local programming for multiple platforms, seek out new revenue streams, and facilitate and enhance the Texas Tech University System and the quality of life in the station's coverage area.
- Promote diversity in recruitment and retention of station staff.

Applications Must Include

- Cover letter describing how the candidate's specific education and experience meet or exceed the job description requirements
- A detailed professional resume
- Three letters indicating the candidate's qualifications that specifically address the candidate's experience related to the duties, responsibilities and requirements presented in this position announcement
- The candidate's 350 word strategic vision statement for KTXT-TV

Submission of Nominations and Applications

Submit applicant cover letter, resume and strategic vision statement to:

<https://jobs.texastech.edu>

Position Number 81609

Applications documents must be submitted electronically for consideration. Position will be considered open until filled. Employment is contingent upon the successful outcome of a background check.

Texas Tech is an affirmative action/equal opportunity employer committed to excellence through diversity. Texas Tech welcomes applications from minorities, women, veterans and persons with disabilities.