

# Public Media Company

**Job Title:** Director, Consulting

**Reports to:** Managing Director for Consulting

**Type:** Full time, Exempt, Remote

## About Public Media Company

Founded in 2001, Public Media Company (PMC) is a mission-driven nonprofit organization. We believe local nonprofit media plays a vital role in community life, as a trusted source of news, education, music, and public discourse for people of all ages and backgrounds. We want every community across the country to be enriched by local media, and we strive to be both a catalyst and facilitator of this vision.

Our team of dedicated professional consultants has deep expertise in media, nonprofit business, finance, strategy, and leadership. We provide expert guidance, business resources, and connections to help local media organizations serve the needs of their communities, regardless of their size, location, or wealth. PMC provides an array of services such as business planning, merger and acquisition consulting, collaboration building, virtual accounting, broadcast valuations, and financial advisory. PMC is headquartered in Boulder CO with employees in multiple locations.

At Public Media Company we value a diverse and inclusive culture. We are committed to diversity in all areas of our work and encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. We strongly encourage applications from members of underrepresented groups.

## Role Summary

The Director, Consulting leads and contributes to projects involving local media organizations across the country, working to build more impactful and sustainable local, public and independent media. You maintain solid judgment while designing, analyzing, planning and implementing business opportunities for Public Media Company and its clients. You're able to make well-reasoned decisions on most consulting and business matters. When unusual or complex situations arise, you collaborate with the Managing Director, other team members, and the client to find the best outcome for the local media outlet and the communities it serves.

In leading client engagements, you have enough experience and vision to spot opportunities for growth and sustainability, anticipate challenges, and provide guidance. You will serve as the consulting lead and project manager on projects and ensure

successful outcomes. You will establish and foster meaningful client relationships as you help them envision strategic change and collaborate with them to plan their journey ahead. You are able to right-size the workload and time spent on client services based upon the project scope and resources needed to complete the work.

### **Key Responsibilities**

- Serve as project lead or team member on client projects and Public Media Company initiatives
- Work with the PMC team to pursue local media growth and sustainability measures that benefit PMC and public media as a whole
- Monitor and manage several existing client projects with tight deadlines, while also conducting independent project work as needed
- Prepare consulting proposals, grant requests and funding pitches for potential projects
- Formulate the scope of work for consulting projects; conduct research, analysis, and collaborate with team members to deliver successful outcomes
- Coordinate final project deliverables and prepare any written reports and presentations as required
- Represent PMC at stakeholder convenings, public media industry events, meetings, webinars and conferences
- Build and cultivate contacts throughout public and independent media, leveraging previous work experience and client work experience to demonstrate expertise and provide insight to potential clients to build revenue for PMC
- Create and implement initiatives led by PMC that generate earned revenue and/or demonstrate industry leadership

### **Technical Skills**

- Office 365 and Microsoft products (Excel, Word, Teams, PowerPoint, SharePoint/OneDrive)
- Proficiency in a range of AI-enabled software, such as Gamma.ai, Chat GPT, Grammarly and other tools that improve productivity and impact of consulting work
- Familiarity with business management software (CRMs, Tableau, etc.) and database applications

### **Preferred Work Experience/Knowledge**

- A minimum of seven years of experience in a senior leadership role with responsibility for envisioning, creating and managing multifaceted initiatives that result in significant change for an organization
- Demonstrated experience of serving as a key strategic leader for a media organization

- Extensive media experience in public broadcasting, television, audio or other non-profit or public policy organization, with local media experience a plus
- Excellent project management skills, with a track record of envisioning and implementing a strategic vision
- Successful experience leading and managing a team and demonstrated history of revenue oversight and budget management
- Track record of building collaborative partnerships, both internally and externally
- Deep existing relationships with public media leaders and the ability to present to public media leaders independently when needed
- Broad knowledge of diverse business areas, including IT, Marketing, and HR
- Comfort with start-up culture and experience launching new products, preferably in media
- Experience and/or exposure to nonprofit management, either via a senior manager role or leadership on a board of a nonprofit

### **Education**

- Undergraduate degree, postgraduate education and/or training in fields related to business, leadership, nonprofit management and/or media

### **Competencies & Personal Attributes**

- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills
- Persuasive communication skills with exceptional written, oral, interpersonal, and presentation talents
- Demonstrated ability to think strategically and move tactically, paired with a willingness to do the small stuff when necessary
- Analytical mind with hands-on data collection and analysis skills
- Energetic, flexible, collaborative, and proactive temperament
- Active listening skills that connect with a range of people of varying experience levels, backgrounds and perspectives
- Ability to manage one's time effectively across multiple projects within tight timeframes, and work independently with minimal oversight
- Ability to work effectively within a team, both as a team lead and team member
- This position requires a modest amount of travel (two to three days per month)
- Alignment with PMC's mission and values <https://publicmedia.co/about-us/>

**Salary range:** \$110,000-\$140,000 (could change depending on PMC's current companywide compensation review)

**Job type:** Full-time

**Benefits include:**

- 403(b)
- Health insurance
- Paid time off

**Work Location:** Remote