

## Urbana-Champaign Independent Media Center Seeking Full-Time Executive Director

*The Urbana-Champaign Independent Media Center (UC-IMC) is seeking a full-time Executive Director to lead the next phase of the UC-IMC's growth and engagement. Entering its 20th year, the UC-IMC is a dynamic organization with an international reputation – a magnetic hub for passionate, creative and talented people and groups working towards a more fair and equitable world. Coordinating with a hands-on board and large volunteer base, the focus of the Executive Director's work is to maintain the core financial, facilities, and program stability of the UC-IMC, while guiding evolving needs and aspirations.*

Founded in 2000, our UC-IMC is a grassroots organization committed to using media, arts, and technology to promote social and economic justice. The center is powered by hundreds of volunteers who come together in a do-it-yourself spirit to create media and art to transform our community and world. The UC-IMC owns the downtown Urbana post office building, a historic 30,000 square foot space where we operate a performance venue with over 150 music, art, and social events each year -- as well an art gallery and studios, community radio station, music studio, library and archive, and community media space. Our projects include Makerspace Urbana, Books to Prisoners, the Public i Newspaper, WRFU--a low-power community radio station, as well as sponsored groups such as the Champaign County Bailout Coalition and the Bike Project. The UC-IMC is also host to a myriad of other community groups that organize, meet, and hold events. The financial stability of the UC-IMC depends on renting out office, studio and venue space to subsidize the thousands of free offerings we provide each year.

The successful candidate for Executive Director will be a self-starter, able to assume leadership and responsibility, and multitask in a democratic environment. They must be able to relate to and build positive relationships with a wide variety of people, especially those of diverse ethnicities, races, income levels, ages, belief systems, gender identities and more. With guidance from Board of Directors, the IMC E.D. will coordinate and structure the work of our volunteers, who contribute tens of thousands of hours each year, building a foundation for expanded productivity and volunteer involvement. This is a job with room for growth - professional development is encouraged.

Champaign-Urbana regularly lists as one of the most livable cities in the U.S. We are a micro-urban community, home to the University of Illinois, rich in our parks, public spaces, libraries, cooperatives, and our long, strong tradition of community organizing. People of color make up a third of our diverse community, home to a growing immigrant population. One third of residents walk, bike or take public transit and rents range \$600-800 a month. Our community is filled with abundant arts, culture, gardens, and community activities.

Position is a full time salaried position with pay commensurate with experience ranging between \$28,000-\$38,000. Benefits include 10 holidays throughout the year, 2 weeks paid vacation, and 12 all purpose/sick days. Partial health care reimbursement available. Some nights and weekend hours are required.

By October 7th, 2019 please send PDFs of a cover letter describing your experiences make you the ideal candidate for this position, along with a resume, and three references (2 related to previous employment) to [apply@ucimc.org](mailto:apply@ucimc.org) with the subject line **Attention: Hiring Committee, 202 S. Broadway Ave #100, Urbana IL 61801**. Please no phone calls.

## **Qualifications:**

### **Required:**

- At least 2 years experience in an organizational leadership role.
- Financial management.
- Administrative experience.
- Supervising experience, preferably supervising staff and coordinating volunteers.
- Self motivated with good judgment and strong organization, customer service, promotion, and communication skills.
- Mature -- able to inspire action, hold safe space, and enforce community agreements and regulations.
- Experience working with people of color, LGBTQ people, women, people with disabilities, immigrants, and vulnerable populations a must.
- Comfort working hands-on with a large building requiring regular maintenance.
- Proficiency with digital tools such as Office, Google Drive and tools, social media, e-newsletters, CRM, and/or basic web updating.

### **Strongly Preferred:**

- Experience with facilities, property management, or building maintenance.
- Experience successfully executing projects with vendors and contractors.
- Fundraising and grant writing.
- Familiarity with the UC-IMC a plus.

## **PROGRAMMING - DUTIES & RESPONSIBILITIES:**

- Develops an annual organizational plan, working with the UC-IMC Board and membership.
- Organizes and supervises volunteer work at the UC-IMC, creating clear, structured tasks for volunteers, and developing systems to acknowledge and value their work.
- Coordinates and oversees the internship program, recruiting, training, supporting and evaluating interns.
- Grows and nurtures organizational partnerships within the community, identifying, pursuing, and growing opportunities for collaborative engagement.
- Acts as a spokesperson and ambassador for the organization in the community and amongst state and national partners.
- Promotes venue space, seeking out and responding to events, artists, and partners. Manages and maintains all aspects of venue contracts, e.g. signing contracts, collecting monies, coordinating security coverage and setup, etc.
- Identifies and pursues funding opportunities to grow programs.
- Tracks and reports on program statistics.

## **FACILITIES - DUTIES & RESPONSIBILITIES**

- Ensures full occupancy of rental and parking spaces through regular advertising and showing of space, managing space and parking rental contracts, collections, and evictions when needed.
- Responds to tenant and working group facilities concerns in a timely manner.

- Performs basic building maintenance and repairs as scheduled and needed.
- Ensures facilities are clean and in good working order, overseeing building maintenance projects and service contracts (cleaning, maintenance, technical support).
- Ensures building safety, managing keys and access controls.
- Organizes regular volunteer workdays with facilities committee to address UC-IMC needs and improvements.

**FINANCIAL AND OFFICE MANAGEMENT - DUTIES & RESPONSIBILITIES:**

- Establishes financial plans, working closely with the UC-IMC Board of Directors and Treasurer to execute fiscally responsible policies.
- Insures that all nonprofit reporting, insurance policies, payroll, tax reporting, and legal contracts of the UC-IMC are maintained and up-to-date.
- Maintains UC-IMC finances and bookkeeping in coordination with Treasurer, ensuring bills are reviewed paid on time.
- Provides regular financial reports to board and working groups.
- Receives, records, files, and/or directs phone and mail correspondence to appropriate persons.
- Understands UC-IMC record keeping and filing systems, both financial and non-financial, and keeps them current and organized.
- Keeps the UC-IMC calendar, internal scheduling documents, social media, and website up-to-date.
- Maintains lists of contacts and members, sending regular correspondence via NationBuilder.
- Submits annual grants and reportings, maintaining grants calendar, submission and reporting deadlines.
- Grows organizational income from fee for service, grants, membership, donations. Ensures donations are tracked and acknowledged.
- Serves as contact and manager of fiscal sponsorship agreements.
- Ensures the office is staffed during open hours.
- Trains and onboards new staff in cooperation with the Personnel Committee. Manages and delegates tasks to other staff

The Executive Director is accountable to the UC-IMC's Board and receives other duties as assigned.

EOE/AA Diverse Candidates Are Encouraged to Apply

We actively seek applicants who reflect the diversity of our community. We are proud to be an equal opportunity employer and, as an organization committed to diversity and the perspective of all voices, we consider all applicants regardless of race, gender, gender identity, color, sexual orientation, religion, marital status, abilities, or national origin.