

## **Speaker/Executive Director – Seeking Speaker/Executive Director for Better Life Television**

**Better Life**, a non-profit Christian (Seventh-day Adventist) broadcasting ministry comprising television, internet, radio, broadcasting, and evangelism, is seeking a Speaker/Executive Director of Operations to drive performance and operational excellence for our organization. Employment preference will be given to members of the Adventist church, as permitted under the EEOC's Title VII provision. This position is based in Grants Pass, Oregon.

The Speaker/Executive Director is responsible for oversight of the entire ministry. This includes understanding and directing the various projects and daily functions of each department. The Speaker/Executive Director will also be involved in fundraising, which involves communicating the ministry's needs to its constituents both directly and indirectly through newsletters and televised programs. He/she will be involved in planning all aspects of new projects and making financial decisions.

Salary TBD

Key Responsibilities

### **Spiritual & Public Leadership**

- Serve as the spiritual leader of the ministry, ensuring all programming and operations align with Adventist values.
- Maintain a public presence on TV and at in-person events, including being comfortable on camera.
- Clearly articulate the mission and vision of Better Life to staff, board members, constituents, and viewers.
- Ensure all content maintains Adventist teaching and standards.

### **Board Relations & Strategic Planning**

- Report directly to the Board of Directors and present regular updates, including financial and operational metrics.
- Lead the annual budget planning process and present the proposed budget to the board.
- Create clear, attainable short- and long-term goals for the ministry.
- Use sound judgment and discretion to set priorities and manage competing demands.

### **Team Leadership & Staff Support**

- Lead and support a diverse team with professionalism and integrity.
- Foster a healthy, Christ-centered workplace culture that empowers staff to succeed.
- Provide staff with the tools and resources needed to accomplish their tasks.
- Work collaboratively with the Creative Director to plan and approve new content and guest interviews.

### **Fundraising & Donor Relations**

- Lead fundraising efforts in alignment with your personal strengths and spiritual gifts.
- Develop and communicate the ministry's financial needs to supporters.
- Write and personalize monthly donor letters and receipts.
- Call donors when appropriate to thank or update them.

- Seek out new fundraising avenues and expand the contact/donor list.

#### **Financial Oversight**

- Analyze financial P&L statements and perform cost analyses to guide decision-making.
- Maintain and present financial management reports and operational statistics.
- Oversee and participate in bookkeeping using QuickBooks and Microsoft Excel.
- Ensure all contracts are negotiated, reviewed, and managed properly.

#### **Operations & Administration**

- Manage day-to-day operations with a proactive and responsive work ethic.
- Possess excellent organizational, time management, and communication skills.
- Ensure compliance with FCC regulations, including timely filing of required reports.
- Draft and oversee procurement bidding and contract documents.
- Maintain positive relationships with vendors and negotiate contracts as needed.
- Have a strong understanding of both Windows and Mac operating systems, Microsoft Office programs, and file formats.

#### **Broadcast & Technical Understanding**

- Ideally have experience in a broadcast operations environment.
- Maintain a working knowledge of television network delivery paths:
  - Free-to-air transmission chains
  - Cable and satellite distribution
  - Online streaming and internet-based delivery

#### **Additional Qualifications**

- Must have the legal right to work in the United States.
- Spanish language skills are a plus but not required.