



Look, Listen + Learn TV
100 Andover Park West
Suite 150-121
Tukwila, WA 98199

Connect
info@looklistenandlearn.org
looklistenandlearn.org
bio.link/looklistenandlearntv

LOOK, LISTEN AND LEARN TV INTERIM EXECUTIVE DIRECTOR POSITION

Look, Listen and Learn TV encourages people of color and those who are committed to forwarding racial justice to apply.

Who We Are: Look Listen and Learn TV (LL+L TV) is a nonprofit media organization that creates programming to inspire and advance early learning. We feature the brilliance of Black and Indigenous children, families, and educators of color for everyone to experience. The content is anchored in research about what best promotes school readiness, success, and racial and radical joy.

Position Information

- This position is currently a flexible, independent contractor position:
 - Up to 30 hrs. /week
 - Compensation: \$100/hr
 - Timeframe: 6 months
- Local candidates only; Applicants residing outside of King, Pierce, or Snohomish counties will not be considered
- Position begins: Immediately

Position closes: Open until filled

How to apply:

- Send a resume to recruitment@looklistenandlearn.org with **“Interim Executive Director”** in the **subject line**.
- Please include 2-3 references in your materials.

The Interim Executive Director will work with the LL+L TV team and Board to ensure long-term stability for operations and management as we plan and hire a permanent Executive Director. The Interim reports to the Board of Directors, will have overall strategic and operational responsibility for LL+L TV staff, programs, finances, and execution of its mission, and works in collaboration with the Executive Producer. As part of LL+L TV, this role will uphold and promote the organization’s vision: a future of racial inclusion where seeing all children succeed and live to their full potential is the norm.



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Duties/Tasks:

Specific areas of accountability include leadership and management, fundraising, budgeting, strategic planning and business development, and program impact.

Leadership & Management

- Provide oversight, management, and direction for the organization, according to the policies, principles, practices, and budget authorized by the Board of Directors
- Provide financial guidance by overseeing financial and bookkeeping duties and assisting in the development and monitoring of the annual budget and financial reporting in collaboration with the Board of Directors
- Guide LL+L TV in evaluating existing internal work structures and building systems and policies that support values-based employment practices in compliance with local and federal law.
- Manage employees, including hiring, training, disciplinary action, and discharge.
- Collaborate closely with LL+L TV team members and Board, creating a collective environment centered on inclusivity, racial equity, and empathy.
- Manage team members and work with board members whose experiences, cultures, and languages reflect the community served by the organization.
- Review and recommend short-term goals, timelines, and resources needed to achieve organizational success.
- Serve as a non-voting member of Board of Directors, providing coaching on recommendations and decisions
- Be an external presence that communicates program results, emphasizing the successes.
- Partner with the Transition Committee, Board, and staff to coordinate the transition process for hiring and onboarding an Executive Director

Fundraising – Support the Individual Giving Manager and Sponsorship Manager’s work to maintain fundraising continuity, expand fundraising activities necessary to support existing program operations and program production expansion, and garner new funding (donors, grants, and sponsorship) opportunities.

Planning & New Business - Alongside the Board of Directors, develop the strategic direction and establish both short and long-term goals for LL+L TV. Lead the development of future business planning, including evaluation of earned revenue streams, diversifying contributed revenue, stewarding organizational partnerships, and increasing visibility of



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the organization and its programs. Work with the board and staff to evaluate the organization's impact in achieving its mission year-over-year.

Skill Requirements:

- ❖ Senior management experience; track record of effectively leading or scaling a nonprofit organization with the proven ability to articulate a mission, vision
- ❖ Successful financial resource management, including determining how best to utilize resources and managing budgets and expenditures
- ❖ Success in working with and leading various issues related to equity and inclusion.
- ❖ Demonstrated fundraising experience with the ability to engage a wide range of stakeholders and cultures
- ❖ Strong written and verbal communication skills
- ❖ Strong experience in public relations and marketing
- ❖ Knowledge of leadership and management principles for nonprofit organizations with interpersonal & multidisciplinary project skills
- ❖ Develop, implement, administer, and evaluate high-impact practices that foster programmatic success.
- ❖ An action-oriented entrepreneurial, adaptable, and innovative approach to business
- ❖ Lead with the additional skill of radical joy