



Chief Project Officer

About the Organization

Vision Maker Media is a Native-led nonprofit Native media organization established in 1976. The first name was Native American Public Broadcasting Consortium. Over the years, the Consortium unveiled two renaming's. The first from NAPBC to Native American Public Television (NAPT) in 1995, and in 2013 with the current name, Vision Maker Media. The purpose of Vision Maker Media's (VMM) work is to support the creation, promotion, and distribution of Native American and Alaska Native media. The work entails cataloging, distributing, disseminating, producing, training, promoting, and serving as a resource and liaison regarding Native talent and content. Vision Maker Media maintains a catalog of existing Native American and Alaska Native programming for educators and public audiences. Vision Maker Media distributes funded and acquired Native American and Alaska Native content to public media entities for programming. VMM fosters the creation and production of new, high quality Native American programming produced by and about Native American and Alaska Native communities that appeals to diverse audiences of all ages. Vision Maker Media recruits and trains Native Americans and Alaska Natives in public media broadcasting and programming production. The Native organization promotes national awareness of Native talent and content through partnerships. And Vision Maker Media serves as a resource for Native talent and content and liaison between national educational distributors, public media, and stakeholders seeking Native knowledge, media talent, and content. VMM's mission remains, *empowering and engaging Native people to share their stories and embraces a vision of a world changed and healed by understanding Native stories and the public conversations they generate.*

Job Summary

The Chief Project Officer (CPO) leads, manages, and directs the work of multiple Project areas and is responsible for ensuring successful cross-coordination between Project areas and other departments. The CPO collaborates regularly with cross-functional teams, media talent, and partners to drive innovation, evaluate Project effectiveness, and make data-driven decisions.

The role develops, implements, and administers VMM's current and new Project initiatives, designing outreach, funding and licensing processes, and training for storytellers new to VMM's grant management processes and the public media broadcasting system. This includes Project development and management and administering Project budgets and deliverables. The CPO builds rapport with grantees by inclusiveness that elevates the grantee as an expert, provides a service orientation that puts the grantee in the driver seat, implements an equity mindset and networking that connects grantees to media professional development opportunities. Collaborates with VMM teams on collective voice branding and single voice messaging. Works closely with executive leadership, stakeholders, and staff to articulate and conduct the strategic work and brand awareness of Projects. The role develops intersecting strategies, evaluates the deliverables of Project teams, keeps teams organized, and allocates budgets and resources across Projects. The CPO develops and executes grant Project strategies that align

with the VMM's mission, values, artistic branding, brand voice messaging, and leadership vision and goals ensuring efficient resource allocation, monitoring Project performance, and assessing outcomes for impact measurements.

DUTIES AND RESPONSIBILITIES

Executive Leadership and Strategic Planning

- Develop and execute a comprehensive Project strategy that aligns with the organization's mission, values, brand, leadership vision and goals that elevate grant recipients' innovation and growth.
- Play a key role in the overall development, strategic planning, service delivery, and management of the organization across multiple areas.
- Build and maintain relationships with media partners, talent, and other stakeholders, ensuring effective communication and collaboration to advance Project objectives.
- Design, implement, and plan outreach strategies to Native communities reaching Native talent at all filmmaking skill levels.
- Intersect Project strategies with organization's team departments and designated Native community partners.
- Facilitate communication with team departments of each Project's vision, activities, and results; develop/review external-facing promotional information for website content, blogs, briefs, and reports.
- Support new Project initiatives as needed.
- Represent VMM on relevant committees, at speaking engagements, conference panels and events.
- Guide, coach, mentor staff to proactively plan and improve Project management and outcome deliveries for increased effectiveness and accountability.
- Deploy resources efficiently and effectively toward organizational goals, collaborating with staff to balance workload and effort, and provide regular feedback so key staff can continuously manage workload efforts.
- Develop an inclusive, equitable team-based environment to motivate and inspire staff to work collaboratively toward vision and goal, by clearly communicating agency vision, implementing yearly staff development plans.
- Participate in the budget development process and maintain a high level of fiscal responsibility; work closely with the finance department to budget and monitor Project operations to ensure sound fiscal and system management.
- Support development efforts through the promotion and execution of fundraising efforts, sponsored Project events, and aid the President/CEO to steward funding/external relationships.
- Structure with Executive management and staff on developing new grant Project ideas and pilot Project, including integrating successful pilots into the Project department.
- In collaboration with Executive Management, respond to requests for proposals and applications in partnership with development and senior staff; organize planning and activities necessary for development of Project designs in response to funder inquiries.
- Ensure the delivery of qualitative and quantitative goals and outcomes of Projects.
- Direct and analyze the appropriate data to inform the Project's operational decision-making process.
- Use technology to increase efficiency, transparency, and collaborative efforts among Project teams.
- Determine staffing plans to achieve Project goals and objectives and participate in hiring decisions for new Project staff.
- Develop an assessment protocol to determine the feasibility and sustainability of a Project as well as lead to more effective and efficient service delivery.
- Analyze and assess Project based on collected data and implement corrective measures if required.

Project and Grants Administration

- Lead the design, planning, and administering of media fund Projects and initiatives to success, ensuring they meet identified needs, are scalable and sustainable.
- Establish key performance indicators Key Performance Indicators (KPIs) and metrics to assess Project effectiveness, regularly evaluating and adjusting Project to optimize outcomes.
- Design and administer grant funded media Projects from outreach to application to selection to licensing agreements to hybrid in-depth public media trainings for new grant recipients awarded.
- Conduct research for Project activities, partner collaborations, and advancing technological opportunities to enhance and improve digital efficiencies.
- Administer and support teamwork planning, Project budgeting, Project and grant recipient reporting, including communication with VMM departments.
- Administer the preparation and management of contractual agreements with grant recipients, monitor, review, and manage approval of invoices.
- Execute Project development with contract agreements and administer Project budgets and deliverables.
- Facilitate efficient communication with grantees, community, and media partners; establish and execute systems for content distribution and field presentations.
- Develop expert grant review selection committees, facilitate, and document selection meetings discussion; analyze and assess committee results to process grant awards.
- Directly supervise Project areas, community liaisons, and team staff; collaborating closely with team staff and project recipients to build their skills and confidence so that they can engage, encourage, and motivate others.
- Trouble-shoot Project and staff performance challenges.
- Identify and create leadership and professional development opportunities for youth media and staff.
- Monitor emerging needs among key stakeholders such as Native talent, communities, educators, and audience viewers.
- Oversee Project promotions and broadcast evaluation.
- Administer the coordination, integration, and delivery of all Projects, contracts, and related services, promoting collaborative relationships between Project areas and ensuring that the expectations of funders, partners, constituents, clients, and other stakeholders are consistently met.

Knowledge/Skills/Abilities

- Excellent written and verbal communication skills, including the ability to convey complex concepts concisely to help stakeholders act on the information.
- Knowledge of funder expectations, allocations, quality standards of delivery, with particular emphasis on Corporation of Public Broadcasting (CPB) and Public Broadcasting System (PBS).
- Ability to manage and organize diverse tasks and facilitate relationships among multiple parties.
- Demonstrated ability to prioritize and respond to changing situations in a flexible manner.
- Ability to manage overlapping projects efficiently in a fast-paced work environment.
- Expertise preparing thorough, well-written, and concise documentation and reports.
- Sensitivity to cultural differences and understanding of the political and ethical issues in assigned areas such as Native America and public media.
- Ability to work and effectively communicate across community networks, with producer talent, projects, and teams.
- Ability to work well in a team-oriented environment.

- Highly organizational project management skills and immense attention to detail are crucial to the grant management processes and reporting details.
- Excellent public presentation skills utilizing new and emerging media.
- A deep commitment to piloting hands-on operations, fostering growth, enhancing, and governing public education with VMM's content, media distribution, media professional development, and administering all of this through strategic partnerships with and among US Native Nations, US Native American and Alaska Native tribes and communities, local, regional, national, and international organizations.
- Proficient Native knowledge such as natural science, art, history, traditions, and protocols.
- Native cultural competency at a high level of creativity coupled with Native knowledge expertise. For example, utilizing archives in exhibitions, research, and knowledge about the topics and objects, what the materials mean, and how the materials can help illustrate to create a world changed and healed by understanding Native narratives and the public conversations they generate.
- Professional knowledge of specific areas and ability to keep current with developments and trends in areas of Native culture such as general wisdom, community, traditions, and future vision.

Education and Experience

- A bachelor's or advanced degree in film, media, mass communications, Native studies, broadcasting or years of experience in a relevant field.
- At least five years of progressive leadership experience in Arts Media, Project, and Grant management, including at least 3 years in an executive, senior management role.
- Proven ability to develop and implement strategic Project plans that engage organizational goals and drive meaningful impact.
- Strong leadership and team-building skills with experience in managing and motivating diverse teams.
- Demonstrated experience in budgeting, financial management, and resource allocation within a nonprofit, media production, or similar organization.
- Strong project management skills, a background in media story development, and experience in conducting research.
- Proficiency in the Microsoft Office Suite; Adobe Suite, FileMaker Pro, project management software, PBS Learning Media, Tramecia, Submittable, and new, evolving, emerging media technological advances as they arise and are invented.
- Proven extensive skill, knowledge, and experience in Native protocols, perspectives, and cultures.
- Demonstrated engagement with the public, at a variety of age and interest levels, with Native cultural keepers, and communities.

Location/Travel Requirements

This position is eligible for remote work. Vision Maker Media is headquartered in Lincoln, Nebraska. Local residential candidates are on-site work location. The position requires at least 20% travelling per year nationally. The candidate must have a valid driver's license and good driving record to do so.