

TV Writers Fund for the Future Executive Director Job Profile

BACKGROUND

History and Structure of the FFF. The TV Writers Fund for the Future (FFF) was established in 2011 as part of the settlement of nineteen of the TV Writers Cases, litigation that stemmed from age discrimination against older television writers. Under that settlement, \$1.5 million was set aside for FFF programs and activities to be managed by an independent Board, with oversight by the two Trustees of the Qualified Settlement Fund II ("QSFII"), until the QSF II is closed in approximately three years. The FFF will then operate as an independent non-profit organization. The mission of the FFF is to promote opportunities for older TV writers. However, only Beneficiaries of the Fund are eligible to receive its benefits and participate in its programs. Beneficiaries include all claimants in the TV Writers Cases who did not opt out of eligibility for the FFF.

Governance. Currently, the Board of the FFF includes seven individuals who were approved by the Trustees upon the recommendation of the General Counsel. Their names and short biographies are posted on the FFF web site, www.tvwritersfundforthefuture.com. The Board has adopted a set of bylaws which have been posted on the website for comment by FFF beneficiaries. The FFF provision from the Settlement Agreements ("SA"), and an additional Implementation Order that provides certain operating requirements, are also posted on the web site.

Programs. The SA language sets the parameters for what the Fund for the Future can do and serves as its "charter." The FFF must operate according to that charter. It defines three primary activities for the Fund:

a. **Networking.** The Fund for the Future may sponsor television writing industry networking events (*e.g.*, screenings, readings, dinners, workshops). Participation in such events by any person or entity is completely voluntary.

b. **Project Grants and Loans.** The Fund for the Future may offer grants or loans to qualified Beneficiaries to finance (or partially finance) the preparation, publicizing, marketing and dissemination of

television or movie-format scripts, shorts, presentations, pilots, new media, internet or similar audio/visual works. The Fund for the Future may also sponsor or co-sponsor competitions open to Beneficiaries, including awards, for such writing. Pursuant to its rules, and subject to availability of funds, the Board of Governors will make awards, grants or loans for such projects based on criteria to be developed, consistent with the SA.

c. Emergency Loans. The Fund for the Future will establish a mechanism to provide emergency social welfare loans (for, *e.g.*, food, health, transportation, or shelter) to individual Beneficiaries who meet financial necessity criteria approved by the Board of Governors. Grants or loans for this purpose shall be based on criteria including, but not limited to, financial need. This Emergency Fund will be administered by a third-party non-profit lender.

In addition to its primary activities, the FFF may commission a study that explores ways to enhance Beneficiaries' access to medical insurance and/or financial resources to supplement pensions including but not limited to annuities.

The committees of the Board will take an active leadership role in the programs of the FFF. At this time, the Board, through its Program Committee, is exploring several programs, including a "new media university" for class beneficiaries. Additionally, the General Counsel has been authorized to work with a third-party loan non-profit organization to develop the emergency loan program that would be independently and confidentially administered. Future programs will be brainstormed by subcommittees of the Program Committee and may focus on the development of processes and contacts for placing the work product of FFF beneficiaries, such as pilot scripts, screenplays, and new media projects; networking with other organizations to develop new opportunities and audiences; and strategies for making the FFF self-sustaining. An exploratory project will be undertaken by a Special Task Force on Insurance and Pensions to ascertain the possibilities for improving access to health insurance and pension benefits. Beneficiaries will be actively recruited and involved in the work of the committees, subcommittee and Task Force.

THE POSITION

Overview

The Executive Director is a part-time position (average 25 hours per week) located in the Los Angeles area. Basic benefits (vacation, employer taxes and contribution to health insurance) will be provided, along with a salary commensurate with experience and the resources of the FFF.

The ED will provide the overall organizational management and direction of the FFF under the leadership of the Board and oversight of the Trustees. In addition to managing day-to-day operations and activities, the ED, with the Board, will play an important role in developing external relationships and recognition of the FFF.

The ED will report to and work closely with the Board of Governors, its committees, and General Counsel. When and if additional administrative staff is hired, and consultants retained, s/he will supervise them directly. Working with the Board and Trustees, the ED will ensure that the FFF is fiscally and administratively sound, its programs are high-quality, and that its work responds to and engages the FFF beneficiaries. The ED is not expected to run all of the FFF programs, but to work towards their development and facilitate their implementation with the Board, its committees and other professionals.

Priorities

The Executive Director's priorities will be to:

- Take steps to organize the operations of the FFF and its office. As this is a start-up organization, all administrative, technical, communication and management systems and procedures must be established, and necessary equipment and resources obtained within a prescribed budget.
- In consultation with the Board, facilitate the formation and organization of its committees, and help formulate and advance their agendas.
- Identify ways to actively promote and advance the mission and programs of the FFF to increase its visibility, including through the FFF

web site, and help build networks with industry players, beneficiaries and possible partner organizations.

- Develop communications plans with beneficiaries and networking partners.
- Implement the initial programs of the FFF in collaboration with Board members, committees, consultants and beneficiaries.
- Develop a cost-effective way to manage the operations of the FFF. In this connection, prepare the 2012 budget for Board approval.
- With the Governance Committee, continue Board development to grow the Board and promote its engaged and effective leadership.

Responsibilities

The Executive Director will:

1. LEADERSHIP

- a. Manage day-to-day operations, programs, and activities, ensuring alignment with the parameters of the FFF charter.
- b. Organize planning activities that address current and long-term needs or opportunities, in a way that promotes engagement of Board members and other beneficiaries.
- c. Serve as a visible advocate for the FFF to extend its visibility and public awareness of its mission.

2. BOARD RELATIONS

- a. Build relationships and communicate regularly with the Board to support increased engagement and effectiveness.
- b. Support and coordinate the work of the board committees; promote and advance their programmatic agendas.
- c. Support the Board Chair in planning, noticing and organizing regular and annual board meetings and materials.

3. MARKETING AND COMMUNICATION

a. Promote the FFF identity and ensure alignment in communications, programs, and networking.

b. Develop a communications and marketing plan which increases visibility, enhances the relationship with beneficiaries, and promotes networking opportunities.

c. Maintain regular communication and develop strong relationships with beneficiaries.

4. ADMINISTRATION AND FINANCE

a. Understand the financial status of the FFF, establish a budget process, monitor expenditures and cash flow; work closely with the Board Treasurer and Trustees to ensure that sound financial controls are in place and regular and effective reports of the FFF's finances are being communicated.

b. Ensure that day-to-day operations and programs are professionally, efficiently and cost-effectively administered.

c. When and if additional staff are hired, supervise, motivate, evaluate and enhance their skills to maximize their contributions to the operations of the FFF

d. Ensure compliance with the requirements of the FFF charter, Implementation Order No. 1 and other applicable administrative and legal requirements.

e. Ensure that all operations and programs of the FFF are administered free of bias based on age, gender, race, sexual orientation, religion or ethnicity and with due regard for the avoidance of conflicts of interest.

5. PROGRAM

a. In close cooperation with the Program Committee, facilitate the development and implementation of education, marketing and networking programs to promote the careers and interests of older writers, in accordance with the FFF charter. Initially, focus will be on the program concepts of the "new media university", as well as the establishment of the emergency loan program with the third-party non-profit lending organization.

b. Explore entrepreneurial vehicles to develop and advance the programs of the FFF.

c. Identify qualified consultants and volunteers to assist with program design and implementation. In cooperation with the FFF General Counsel, develop agreements to ensure appropriate direction of all FFF programs.

Experience/Characteristics

The ideal candidate will be:

- A self-starter, with demonstrated effectiveness in initiating and organizing events and programs.
- Experienced with organizing and managing a start-up organization in business and/or the non-profit sector.
- Demonstrably successful in managing events, organizations, programs and people.
- Capable of facilitating group and committee meetings and building consensus.
- Familiar with communication and marketing technologies.
- Able to understand and act on financial information and business plans.
- Knowledgeable about the field of television writing, including industry structure, with connections to management, labor and/or education.
- Able to demonstrate strong inter-personal skills in relationships with persons of diverse backgrounds and in diverse contexts.
- Able to interact effectively and work with diverse constituencies in the television industry, as well as related business and education arenas.
- Experienced at being the public presence for an organization.
- Able to promote an entrepreneurial and innovative culture at the FFF.
- Highly skilled in oral and written communications, including the ability to listen.
- Collaborative, responsive, inclusive.

- Skilled at initiating and advancing an agenda, rather than just responding to challenges as they arise.
- Ethical, honest, and capable of building a culture of respect and openness.
- A person who displays humor and optimism, and an ability to maintain good morale and a shared sense of commitment.
- Although there are no specific educational requirements, a degree in communications, management, law and/or business is a plus.

The FFF is an equal opportunity employer.

To apply, send resume, *with a cover letter of introduction*, to FundfortheFutureED@gmail.com. Resumes must be received by February 15, 2012.