

KMUD STATION MANAGER JOB DESCRIPTION

BASIC FUNCTION: The Station Manager is responsible for the overall management of the station and is expected to work in collaboration and cooperation with the staff, independent contractors, the Board of Directors, volunteers and membership.

SUPERVISED BY AND REPORTS TO: Redwood Community Radio
Board of Directors

SUPERVISES: All paid and contract staff.
Salaried full time (40 hours per week) position.

RESPONSIBILITIES INCLUDE:

Management:

- Emphasize teamwork and consensus building in decision making and all aspects of staff coordination.
- Make and implement decisions regarding the operation of the station including personnel, contracts, legal requirements, finance, and maintenance.
- Implement hiring and firing, training and evaluation of paid staff. Create, modify or eliminate positions, job descriptions or contracts, within the expenditure limits established by the Board for total staff costs and total contractor costs.
- Participate as an advisor to the Board of Directors and its Executive Committee. Submit written reports and recommendations to the Board at the monthly board meetings.
- Participate in other committees, including Finance, Development, Pledge Drive and Policy.
- Hold regular meetings with staff and contractors as well as plan board/staff meetings, board trainings, and board/staff retreats including strategic planning.
- Help mediate and resolve disputes between staff members, staff and public and listen to/respond to complaints from all.
- Perform other duties as assigned by the Board of Directors.

Operations:

The priority for the Station Manager is oversight of operations with delegation of tasks to the Staff, Volunteers and Programmers whenever possible.

- Oversee the maintenance of buildings, equipment and grounds.
- Responsible for outreach for and promotion of KMUD, its programs and events, including: public speaking, press releases and advertising in all appropriate media, and production of program guides, newsletters (internal and external), and website.
- Merchandising, creation of KMUD Merchandise for sale or promotions.
- Oversee and supervise staff with responsibilities for station daily operations.

Finance:

- Responsible for the financial affairs of the station, including oversight of development, grants, book-keeping, underwriting, budgeting, purchasing, sales and other relevant financial matters. The Board will decide issues of extraordinary circumstance; for example, land sales.
- Recommend auditor candidate(s) to the Board; work with Board on auditor's contract.
- Work collaboratively with financial staff to:
 - prepare timely and accurate financial reports required by the Board of Directors, local, state and federal agencies, and by lending and grant-making institutions.
 - facilitate the completion of the annual audit required by CPB.
 - prepare a draft annual budget along with the Finance Committee.
- Provide a monthly narrative report analyzing the financial situation for the Board.
- Oversee the public posting of designated financial reports one week before the monthly Board meeting.

Development:

- Oversee the coordination of all fundraising and outreach activities.
- As part of the Development Committee, plan yearly calendar of fundraising events.
- Oversee pledge drives in coordination with the Pledge Drive Subcommittee.
- Search for and secure public and private grants.

SALARY: \$42,000.00 per year