

KDNK General Manager Job Description December 2016

Job Overview: The General Manager at KDNK leads the staff, leads income generation and budget management, and bears primary responsibility for station operations. The General Manager develops strategy and policy with and reports to the Board of Directors.

About KDNK: KDNK-FM (licensed as Carbondale Community Access Radio) serves a listenership in beautiful Western Colorado that includes Aspen and the entire Roaring Fork Valley, Leadville, and the Colorado River Basin. In addition, we serve listeners with streaming services over the internet.

KDNK broadcasts a diverse slate of music shows by a large on-air volunteer core, NPR and other news sources, and award winning, locally produced news programming. The station also enjoys a relationship with another non-profit that trains youth radio programmers. KDNK earns income from memberships, underwriting, grants, events and fundraising initiatives. Our mission is to *provide public access radio that connects community members to one another and the world.* www.kdnk.org

Our staff includes two full-time journalists, a full-time program/music director, part-time music librarian, part-time membership/volunteer coordinator, morning NPR host, and part-time underwriting director. We have professional contractor support for our broadcast equipment/FCC compliance, computer network, bookkeeping, auditing, and website.

KDNK owns its broadcast facility in the core of Carbondale's Creative Arts District, which includes on-air and production rooms, offices, and a classroom that allows live musical broadcasts. Carbondale is a fun, artistic, multi-cultural and deeply involved community in a connected valley that offers a high quality of life.

Primary Areas of Responsibility:

1. Leadership and Administration

- Responsible for hiring, firing and disciplining personnel, and determining compensation within the budgetary and staffing confines established by the Board of Directors
- Work with Board and staff to identify strategic goals and annual work plans and budgets to accomplish them
- Demonstrate excellent organization, management and communication skills
- Supervise and lead staff, including annual reviews and job descriptions. Responsible for adherence to all laws governing station management
- Implement Board policy as directed
- Cultivate a healthy, professional environment among staff, Board, and volunteer programmers

2. Administration, Finance, and Risk Management

- Write grants and/or oversee grant writing
- Lead fundraising efforts, including bi-annual membership drives and annual fundraising events
- Manage budget and cash flow and with Treasurer insure that financial reports to the Board are accurate, timely and forward-thinking
- Protect and maintain station real estate and improvements
- Responsible for adherence to all laws and rules governing station management, including FCC and IRS regulations
- Responsible for risk-management compliance
- Maintain necessary licenses and permits from any and all governmental agencies

3. Community

- Act as ambassador/liaison among station volunteers, local officials, grantors, donors and other key constituencies including the community at large
- Promote station ideals including: localism, community service, cooperation among local nonprofits, volunteer/member diversity, and programming diversity
- Recruit, inspire, and maintain volunteer core
- Oversee public-relations and marketing efforts on-air and via other media including website, newsletters, advertisements and social media

4. Programming

- Protect and oversee maintenance of station facilities and signal, internet broadcast stream, hardware (including transmitter and translators), software, music inventory, digital programming, and all other station assets
- Oversee and foster the maintenance of professional-quality volunteer programming which meets the needs of the community, including digital content
- Manage and ensure compliance with FCC, CPB and other regulations, including copyright and royalty law
- With Programming staff, engage Citizen Advisory Board in shaping programming

Qualifications

This position requires the ability to manage both professional staff and volunteers, financial acuity, comfort in development tasks, and commitment to and familiarity with public broadcasting and its regulations. The applicant should describe management level abilities in each of the four areas listed above, please provide examples. Please list your competencies with any digital tools (ex. business programs, radio production, digital content, etc). Previous professional experience in nonprofit media is preferred. Applicants with successful non-profit management are encouraged to apply.

Send resume including references, cover letter, and any other information to board@kdnk.org before 5 p.m. on January 9, 2017.

KDNK is an Equal Opportunity Employer. Competitive salary (\$55,000 to \$60,000 DOE), benefits include partial health insurance and full dental insurance coverage. No phone calls please.