



## MOUNTAIN GROWN COMMUNITY RADIO FOR WESTERN COLORADO

Our thirty-six-year-old community radio station, KVNF, **is looking for a new General Manager** to lead our public media service, located in Western Colorado. We serve seven counties with a network of two transmitters, five translators, an NPR-based website and phone apps. Our station offices are in Paonia, Colorado — located midway between Aspen, Colorado, and Telluride, Colorado, but light-years away from both! Our service area is comprised mostly of the valleys and small communities that lie between the magnificent peaks of Western Colorado. Our largest communities are Montrose, Colo., and parts of the Grand Junction area. Our signal reaches from Grand Mesa on the north to the San Juan Mountains on the south, and from McClure Pass on the east to the Utah border (and slightly beyond) on the west.

KVNF's station offices are in Paonia, Colo, <http://www.townofpaonia.com>, part of the North Fork (of the Gunnison) Valley. This area's economy is traditionally farming, ranching, fruit-growing and coal-mining. Over the years, it has become a magnet for retirees, relocatees from higher-elevation Colorado ski towns and is developing a reputation as a rich farm-to-table region <http://www.vogaco.org/directory-2014-15> with range fed meat, gourmet cheeses, locally produced wines and spirits, <http://www.westelksava.com/west-elks-wine-trail.html> and other value-added agricultural products. The Town of Paonia is home to many non-profit organizations and initiatives, including the Blue Sage Center for the Arts, <http://www.bluesage.org>, the Paradise Theater <http://www.paradiseofpaonia.com>, the Western Slope Conservation Center, Citizens for a Healthy Community, Rotary International, High Country News and Solar Energy International.

The local school district now encompasses Montessori and Waldorf options at the elementary level and recreational opportunities abound. The surrounding National Forest and BLM lands provide many options for biking, hiking, cross-country skiing, mushroom hunting, river running, and equestrian activities. We are also blessed with music events throughout the region. KVNF broadcasts summer concerts from the town parks of Ouray, Ridgway, and Paonia throughout the summer months. <http://www.pickinproductions.com>. We hope you come check us out!

Interested and qualified candidates are encouraged to apply by sending a resume, list of three references, and letter of interest detailing qualifications and salary expectations to [generalmanagersearch@kvnf.org](mailto:generalmanagersearch@kvnf.org).

KVNF is an Equal Opportunity Employer.

## **KVNF GENERAL MANAGER**

**REPORTS TO:** Board of Directors

**SUPERVISES:** Program Director  
Music Director  
Operations Manager  
Membership Manager  
Bookkeeper  
Contractors

### **OVERALL RESPONSIBILITIES:**

KVNF is a rural service network providing public radio programming to western Colorado serving parts of seven counties with two transmitters and five translators covering over 10,000 square miles. The mission of KVNF is to provide programming that educates, informs, entertains, and enriches the lives of its listeners.

The **General Manager** is primarily responsible for overseeing the day-to-day programs and operation of the radio station; providing staff and volunteer leadership and management; establishing and implementing organizational goals, policies and operating procedures; overseeing operational and technical systems; developing and implementing strategies for generating revenue and assuring sufficient funds are available for station operation; developing and tracking annual operating budget; representing the station to the community and overseeing community outreach, membership development, and marketing activities. The General Manager also ensures compliance with public radio and Federal Communication Commission (FCC) rules, regulations, and guidelines and other applicable laws and professional standards.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversees the day-to-day operational activities and programs of the radio and broadcast facility.
- Establishes and implements organizational goals, objectives, policies and operation procedures; monitors and evaluates program effectiveness and implements changes as necessary.
- Participates in monthly Board of Director meetings, prepares monthly reports, responds to board requests and collaborates with the board on policy development and strategic planning.
- Works closely with Program Director, overseeing program and local news development efforts including acquisition, schedule development, proposal writing, identification of new projects and contract negotiation.
- Works closely with Operations Manager, to ensure adequacy of operations and technical systems necessary to support programming and broadcasting.
- Reviews office software, hardware, and integration of computer systems to support administration, fundraising, membership, website, and communications. Develops plans and budget to update systems as required. Ensures website is updated and positively reflects organization.
- Develops annual operating budget, including maintaining budget records, budget tracking, oversight of bookkeeping, management of audit process, grant tracking and reporting, and providing fiscal reports to the Board of Directors.
- Ensures sufficient funds are available for the station operation.
- Oversees underwriting efforts setting goals and monitoring results.
- Establishes and tracks plans for development activities including donor development, grant acquisition, membership development, community outreach, and fundraising events.
- Proactively interacts with local businesses, organizations, schools, and government agencies and institutions to build collaborative relationships and engage community.
- Represents station in public media and public media professional organizations.

- Ensures compliance with FCC rules, regulations, and guidelines and standards applicable to public radio.
- Ensures compliance with other applicable laws.

#### **SUPERVISION OF STAFF AND CONTRACTORS:**

- Supervisory duties and responsibilities include: a) writes and conducts annual performance appraisals and ensures regular feedback, coaching, and communication; b) ensures high level of performance standards and achievement to meet KVNF's needs and goals; c) provides development opportunities for staff to broaden and enhance skills and abilities; d) administers company policies and procedures; e) ensures compliance with safety policies and good housekeeping; f) manages initial training of new employees and ongoing training as required; and g) promotes an environment that fosters team work.
- Maintains positive employee relations; delegates appropriately, provides coaching to address employee performance issues; facilitates resolution of conflicts, follows-up on complaints, and takes necessary action to maintain positive culture.
- Develops succession and organization plans for key staff.

#### **KNOWLEDGE, SKILL AND ABILITY:**

- Proven ability to manage all aspects of small business.
- Knowledge of FCC rules, regulations and guidelines.
- Understanding of radio broadcasting operations.
- Knowledge of radio technology and software.
- Demonstrated ability and diplomacy to effectively manage employees.
- Proven ability to work effectively with Boards of Directors.
- Strong interpersonal skills with excellent written and oral communications skills, persuasive and formal presentation skills.
- Proven ability to collaborate and engage with diverse people, ideas, and organizations in a rural area.
- Demonstrated critical thinking and problem-solving ability with excellent judgment.
- Previous success implementing fundraising programs including an understanding of underwriting, grant writing, and events.
- Demonstrated project management skills.
- Ability to establish and maintain effective relationships with employees, volunteers, members, and the general public.
- Ability to make difficult decisions under pressure.
- Mathematical and financial aptitude, analysis skills and ability to present facts and recommendations effectively in oral and written form.
- Excellent skills in MS Word, Excel, and Google Office Suite.

#### **EDUCATION AND FORMAL TRAINING:**

- Bachelor's degree in business, non-profit management, management, or equivalent related experience.

#### **EXPERIENCE:**

- Minimum of 7 years' general business management experience
- Minimum of 3 years' experience supervising and developing staff.
- Previous experience with non-profit development, radio production/broadcast, communications, or community development preferred.