**KCBX RADIO SEEKS AN ASSISTANT GENERAL MANAGER**

KCBX FM, located in San Luis Obispo, California, was founded in 1974 to enlighten and enrich the quality of life for its listeners and users, especially on the Central Coast of California, from Santa Barbara to Salinas. KCBX strives to serve listeners and users with interests in news, public affairs, and alternative musical arts, and encourages an interest in and appreciation of fine arts and local, national and global issues. As an NPR station, KCBX puts the Central Coast community in touch with the world.

San Luis Obispo offers a sunny and mild climate all year long, great educational systems, easy access to an active lifestyle, a vibrant cultural scene, clean air, low crime rates, no traffic headaches, a bike and pedestrian friendly community and exceptional healthcare. These are a few reasons why San Luis Obispo is considered the happiest city in the nation.

**RESPONSIBILITIES:**

The Assistant General Manager supports the General Manager in overall administration, personnel, budgeting, fundraising, financing, public relations, long-term planning for the station, and other duties as assigned.

**Financial Responsibilities**

Assists in the preparation of the station’s annual budget (currently $1.9 million).

Assists in maintaining the fiscal integrity of the station through fundraising activities and budget management.

Prepares monthly reports for revenue and expense oversight and helps to ensure that the station maintains a balanced budget.

Oversees financial audits in compliance with CPB regulations.

Prepares financial reports for/attends Board of Directors meetings.

**Human Resources Responsibilities**

Assists the management team in the recruitment and hiring of new employees.

Works with management team to prepare and conduct employee performance reviews.

Coordinates employee benefits and reviews/renews benefits on an annual basis.

Maintains Employee Handbook.
Fundraising Responsibilities
Responsible for financial and organizational management of annual music festival.
Participates in on-air fundraising drives.

Community/Public Relations
Involved in creation and editing of marketing/fundraising/promotional materials.
Represents the station at donor events and community fundraisers.

REQUIREMENTS:
Demonstrated commitment to the mission of public radio. Bachelor’s degree or 3 – 5 years commensurate experience in a related field. Candidate must be committed to a diverse workplace. Qualified candidate must possess excellent management skills and a proven ability to work collaboratively with paid and volunteer staff. Candidate must possess strong interpersonal and communications skills and the ability to lead and motivate staff and volunteers. Fundraising experience required. Event management preferred.

SALARY
This is a full-time management position. Annual salary: DOE. Excellent benefits: medical, dental, vision, long-term disability, and generous vacation and holiday benefits.

TO APPLY:
Email your resume, letter of interest, and salary requirement to: frilanzon@kcbx.org or mail to:

Attn: Assistant General Manager Search
KCBX Public Radio
4100 Vachell Lane
San Luis Obispo, CA 93401

Applications will be held in confidence.
DEADLINE: January 21, 2019
KCBX Public Radio is an Equal Opportunity Employer, and does not discriminate on the basis of race, nationality, gender, age, disability, or nationality.
Principals only – no agents please.