

## **KVNF GENERAL MANAGER**

Reports to: KVNF Board of Directors

Supervises: Director of Operations, News Director, Business Support & Events Manager, Membership Manager, Content Manager, Volunteer Coordinator, Music Director, Bookkeeper, Underwriting Sales Representative

### **OVERALL RESPONSIBILITIES**

KVNF is a rural service network providing public radio programming to Western Colorado serving parts of seven counties with the Main Studio and Offices in Paonia and a Satellite Studio in Montrose, 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.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Oversee the day-to-day operational activities and progress of the radio and broadcast facility.
- Establish and implement organizational goals, objectives, policies and operation procedures; monitor and evaluate program effectiveness and implement changes as necessary.
- Participate in monthly Board of Director meetings, prepare monthly reports, respond to Board requests and collaborate with the Board on policy development and strategic planning.
- Oversee Program and Local News development efforts including acquisition, schedule development, proposal writing, identification of new projects and contract negotiation.
- Work closely with Director of Operations to ensure adequacy of operations and technical systems necessary to support programming and broadcasting.
- Review office software, hardware and integrations of computer systems to support administration, fundraising, membership, website and communications. Develop plans and budget to update systems as required. Ensures website is updated and positively reflects organization.
- Develop 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.
- Oversee underwriting efforts setting goals and monitoring results.
- Establish and track plans for development activities including donor development, grant acquisition, membership development, community outreach and fundraising events.

- Proactively interact with local businesses, organizations, schools and government agencies and institutions to build collaborative relationships and engage community.
- Represent station in public media and professional organizations.
- Ensure compliance with FCC rules, regulations, guidelines and standards applicable to public radio.
- Ensure compliance with other applicable laws.

## **SUPERVISION OF STAFF AND CONTRACTORS**

Supervisory duties and responsibilities include:

- Write and conduct annual performance appraisals and ensure regular feedback, coaching and communication.
- Ensure high level of performance standards and achievement to meet KVNF's needs and goals.
- Provide development opportunities for staff to broaden and enhance skills and abilities.
- Administer company policies and procedures.
- Ensure compliance with safety policies and good housekeeping. Manage initial training of new employees and ongoing training as required.
- Promote an environment that fosters team work.
- Maintain positive employee relations; delegate properly, provide coaching to address employee performance issues, facilitate resolution of conflicts, follow up on complaints, and take necessary action to maintain positive culture.
- Develop 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 communication 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 judgement.
- 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 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 Nonprofit Development, Radio Production/Broadcast, Communications, or Community Development preferred.

#### **SALARY**

- \$48,000 -\$55,000 Annual