

Redwood Community Radio

Station Manager Job Description

BASIC FUNCTION

The Station Manager is responsible for overseeing and managing all aspects of operations. They are expected to work in collaboration and cooperation with the staff, independent contractors, Board of Directors, Board Committee volunteers, and membership.

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

SUPERVISES - All paid staff.

POSITION DETAILS

- Full-time, 24-32 hours per week position
- Pay range: \$28-\$32 per hour, commensurate with experience

CORE RESPONSIBILITIES

- Work collaboratively with the Board and serve as a member of the Finance Committee to monitor financial health of the organization. Approve expenditures according to budget, and serve as one of RCR's check signers.
- Provide leadership and support to staff and volunteers.
- Create, modify or eliminate positions and job descriptions within the expenditure limits established by the Board-approved budget. Implement hiring, firing, training, and evaluation of paid staff.
- Contract for services as authorized by the approved budget and applicable policies. Monitor contract compliance.
- 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, maintenance, and RCR policies.
- Coordinate Human Resource Management compliance with support from state agencies, non-profits and/or HR professional contractors.

- Monitor compliance with FCC requirements and with local, state, and federal laws and regulations, including safety, environmental, and labor laws.
- Participate as an active advisor of the Board of Directors and its Executive Committee. Submit written reports and recommendations to the Board for the monthly board meetings.
- Participate in other committees as needed, including Development, Membership Drive, Policy, and the Program Selection and Review Council.
- Hold regular meetings with staff and contractors, plan board/staff meetings twice annually or more as needed, participate in board training, board retreats, and strategic planning.
- Help facilitate empathetic conflict resolution where appropriate per RCR policies.
- Promote and celebrate diversity and inclusion within the radio station, on the airwaves, and in all community interactions.
- Follow Redwood Community Radio Policy, By Laws, and the Accounting Manual.

OPERATIONS

- Oversee and supervise staff with responsibilities for the station's daily operations, including news, programming, membership, underwriting, and technical direction of the station. Coordinate with staff to create and maintain efficient broadcast and production systems.
- Approve staff leave dates and overtime. Review and approve staff timesheets.
- Develop and implement policies and procedures to improve station operations. Create, review, adjust, maintain, train and oversee all operational and related SOPs.
- Oversee the required filing of regulatory reporting to the Public File & the website.
- Oversee the maintenance of buildings, equipment, and grounds.
- Represent the station to other agencies and organizations and seek opportunities for collaboration and/or utilization of shared resources.

FUNDRAISING / DEVELOPMENT

- Responsible for outreach and promotion of KMUD, its programs, and events, including public speaking, press releases, and advertising in all appropriate media, publications, social media, and the website. Enhance community engagement.
- Oversee membership drives in coordination with the Membership Drive

committee and Membership Coordinator staff person.

- Oversee events, promotional activities, and the purchasing of KMUD merchandise.
- Support fulfillment of restricted funds and grant expenditure allocations and reporting.
- Participate in fundraising campaigns and activities as needed.

QUALIFICATIONS

Required

- Management experience
- Strong leadership, organizational, and communication skills
- Ability to mediate conflicts and foster a collaborative working environment
- Experience in fundraising, event planning, and community engagement
- Ability to understand and manage a budget (spending within budget)
- Familiarity with Google Workspace and office equipment
- Strong written and interpersonal communication skills
- Familiarity with nonprofit organizations and their unique operational needs
- Ability to work with a diverse group
- Commitment to community

Preferred

- Experience in managing broadcast radio station operations and personnel
- Knowledge of FCC regulations and other compliance requirements
- Degree in mass communications or related field
- Experience working with a board of directors
- Experience as a board member
- Familiarity with social media