

## **Executive Director, KOPN Community Radio**

(Title interchangeable with General Manager.)

### **POSITION DESCRIPTION**

The Executive Director is responsible (directly and, as appropriate, with staff support) and accountable for overall administration, finance, compliance with all relevant legal and other requirements, development and fundraising, personnel, programming, community outreach, and technical operations of the station. The Executive Director manages a small paid staff and a large corps of volunteers, and reports the Board of Directors of the New Wave Corporation, a 501(c)(3) not-for-profit organization.

### **COMPENSATION**

This is a full-time salaried, FLSA exempt position that requires occasional evening and weekend hours. Starting salary: \$52,000 with ample opportunity for performance-based incentives, negotiable based on qualifications and experience.

Benefits: Paid time-off for vacation, sick leave, and holidays.

### **RESPONSIBILITIES**

#### Compliance with Legal and Funding Source Requirements

Ensure compliance with all local, state, and federal laws and regulations.

Ensure that all FCC requirements are met (licensure, on-air restrictions, online records, reports, daily logs).

Ensure that Corporation for Public Broadcasting and other grant requirements are met (including programming requirements, fiscal requirements, and reporting).

Ensure that eligibility for 501(c)(3) non-profit status is maintained and that all registrations are current.

#### Financial Management

Develop annual budgets and revise with Board approval as needed.

Generate monthly financial reports to track and compare actual to budget and provide to the Board of Directors at monthly meetings and when requested otherwise.

Ensure that all record keeping is correct and complete.

Ensure that annual financial audits are done on time; work with auditor by providing all requested information.

Ensure that accounts payable and receivable are current.

#### Programming

Ensure that KOPN meets its obligations as a community radio station and fulfills the mission of the New Wave Corporation.

Coordinate with staff, the Programming Committee, the Community Advisory Committee, and the Board regarding programming goals.

Maintain and publish an up-to-date schedule.

Maintain a transparent process for individuals to apply for air time and podcast opportunities.

#### Community Outreach

Develop and maintain timely, effective communication with donors, members, and other community partners.

Update and maintain an effective online presence through the KOPN website and social media platforms.

Network throughout the listening area to cultivate new and enhance existing relationships that promote the mission of the NWC.

#### Fundraising

Generate a minimum of \$300,000 in non-federal funds in order to meet CPB Radio Community Service Grant requirements through:

- Cash donations and qualifying in-kind donations,
- Successful quarterly fund drives and periodic special events,
- Underwriting support while ensuring that all announcements are aired and in compliance with FCC requirements
- Promoting the legacy giving program, and
- Researching and submitting successful proposals for grants relevant to the mission of the NWC.

Maintain confidentiality of donor information.

#### Infrastructure

Coordinate with the operations manager and the engineering team to assure dependability of on-air broadcast and stability of online signal.

Ensure that the building, grounds, and all equipment are safe, secure, and properly maintained.

#### Human Resources

Recruit, hire, train, and supervise qualified and effective staff.

Review staff job descriptions annually and update as needed.

Complete fair, accurate, and timely performance appraisals of staff members as specified in policy.

Recruit, train, and maintain a corps of capable, dependable volunteers and ensure that they understand and adhere to all station policies and requirements.

#### Other

Attend monthly meetings of the Board of Directors and provide current reports of finances and activities; participate in planning, both operational and strategic.

Attend, preside over, and provide an annual report at the annual members meeting of the New Wave Corporation.

Perform other duties as assigned.

### **QUALIFICATIONS**

- Post-secondary education or training in a related field and relevant professional experience such as work involving not-for-profit management, technical sound/audio design, communications, media or arts management. Extensive relevant experience may be considered as a substitute for education.
- Supervisory experience and familiarity with volunteer-powered organizations.
- Excellent oral and written communication, organizational skills, and computer literacy.
- Familiarity with QuickBooks or other accounting software and experience with customer relationship management software.
- Ability to collaborate constructively with individuals from a variety of backgrounds.
- Willingness and ability to learn pertinent technical skills.
- Excellent problem-solving skills, both creative and practical.
- Demonstrated commitment to professional ethics and to meeting deadlines.
- Possess a valid driver's license and access to a dependable, insured vehicle.
- The ability to read, write, understand, and speak Spanish is desirable (not required).

Physical requirements:

Ability (with or without reasonable accommodation) to

- read, write, understand, and speak intelligibly in English
- hear and evaluate the radio broadcast signal
- communicate using a telephone
- perform fine-motor activities requiring manual dexterity
- lift and carry a box or equipment weighing 25 pounds
- drive an automobile

**TO APPLY**

Email letter of interest, resumé or CV, and 3 relevant references with their current contact information and relationship to applicant to [GMsearch@kopn.org](mailto:GMsearch@kopn.org) or mail/deliver to KOPN GM Search, 401 Bernadette Dr, Columbia MO 65203-1126.

Deadline: Open until filled

KOPN is an Equal Opportunity Employer that values diversity.