

Position Description: General Manager, KOPN

KOPN 89.5FM is a listener-supported community radio station owned and operated by the New Wave Corporation, a 501(c)(3) organization. KOPN broadcasts at 36,000 watts and serves an area of approximately 100 miles in diameter in Central Missouri.

The General Manager reports to the member-elected Board of Directors of the New Wave Corporation, and supervises a small paid staff and a large corps of volunteers. The General Manager is responsible and accountable for overall administration, finance, public relations and marketing, personnel, programming, and technical operations of the station.

This is a full-time, salaried position that does not pay overtime. Some schedule flexibility will be necessary to accommodate station events.

Beginning salary range: \$45,000 - \$50,000

Benefits: Paid time off for vacation and sick leave

Responsibilities

The General Manager is responsible (directly and, as appropriate, with staff support) **and accountable for the following:**

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 (including 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 registration is current

Financial Management

Present budgets that are adequate, realistic, and pertinent to the mission of the station

Monitor and report on progress toward budgetary goals

Ensure that all record keeping, including financial reporting, is correct and complete

Ensure that annual financial audits are done on time

Ensure that accounts payable are paid on time

Programming

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

Coordinate with staff, the Programming Committee, and the Board to ensure that programming meets community needs and generates listener support

Maintain and publish an up-to-date schedule

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

Community awareness

Maintain effective communication with members/donors

Maintain effective, appropriate social media representation of the station

Network throughout the listening area to develop relationships that enhance and promote the mission of the NWC

Fundraising

Raise a minimum of \$300,000 in non-federal funds annually in combined cash donations, underwriting, grants, and in-kind donations through various types of activities

Conduct successful membership drives and events

Pursue underwriting support and ensure that all UW announcements are aired as agreed and are in compliance with FCC requirements

Develop a program for legacy giving

Research and write successful proposals for grants that are appropriate to the mission of the NWC

Ensure that accounts receivable are billed and up to date

Ensure confidentiality of donor information

Infrastructure

Coordinate with the engineering team to ensure on-air broadcast and online signal stability

Monitor the status of the building lease to make timely plans for changes

With the Board, pursue and plan for a move to accessible space

Human Resources

Work with the Board to maintain an appropriate staffing plan; hire effective staff

Provide current and accurate job descriptions to staff

Ensure appropriate training of staff and of volunteer programmers

Complete fair, accurate, and timely performance appraisals of staff members (at end of probationary period and then annually, or sooner if warranted)

Recruit, train, and maintain dependable volunteers

General

Work with the Board of Directors, with staff, and with volunteers in a collegial and constructive relationship to ensure the success of KOPN in its role as a valuable community resource

Attend monthly meetings of the Board of Directors to provide current reports of finances and activities and to participate in planning

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

Qualifications

A Bachelor's degree in a related field or significant professional experience in media, fundraising, or management; five years of relevant experience.
Experience in budgeting and financial oversight.
Excellent oral and written communication, organizational skills, and computer literacy.
Willingness and ability to learn pertinent technical skills.
Good problem-solving skills, both creative and practical.
Ability to collaborate successfully with professional and non-professional individuals and groups.
Demonstrated commitment to professional ethics and to meeting deadlines.

Physical requirements

Must be able (with or without a reasonable accommodation) to
read, write, speak intelligibly
communicate using a telephone
climb a staircase; climb a ladder
perform activities requiring manual dexterity
lift and carry a box or equipment weighing 25 pounds

To apply

Email cover letter, resumé or CV, and 3 relevant references with their current contact information to GMsearch [at] kopn [dot] org
or mail/deliver to KOPN GM Search, 915 E. Broadway, Columbia MO 65201.
Deadline: Open until filled
KOPN is an Equal Opportunity Employer that values diversity.