



## **Job Opening: Station Manager of WEFT Community Radio**

WEFT-FM is a non-commercial radio station locally owned by Prairie Air, Incorporated, an independent non-profit organization. WEFT-FM is an accessible, responsible, and responsive radio alternative, serving the diverse communities of radio listeners in East Central Illinois. WEFT offers a diverse combination of music and public affairs programming, primarily hosted live by local volunteers trained and scheduled by an elected volunteer Programming Committee. WEFT is member-funded and self-governed. You can listen to the station and find out more about what we do at [weft.org](http://weft.org).

Applications are invited for the position of Station Manager. To apply, please send an up-to-date resume and cover letter. List the qualifications and experience you would bring to the role. Send by e-mail to [boardchair@weft.org](mailto:boardchair@weft.org) or by mail to Vicki Niswander, WEFT Board Chair, WEFT Community Radio, P.O. Box 1223, Champaign, IL 61824-1223 by April 25, 2014.

### ***Position Description:***

The Station Manager (SM) is a full-time salaried employee of Prairie Air, Inc., and oversees the day-to-day operation and administration of the radio station WEFT 90.1 FM, licensed for operation in Champaign, Illinois.

### ***Job Purpose:***

The SM ensures the station operates in accordance with all applicable laws and regulations, including state and federal law and FCC regulations. The SM acts as the agent of the Prairie Air Inc./WEFT Board of Directors (BOD) in all matters of station operation, with duties assigned by the BOD, and conforms to the Prairie Air, Inc. By-Laws. The responsibilities and functions listed below are the responsibility of the SM whether performed personally or through delegation.

***Salary:*** Commensurate with experience. Potential performance-based annual bonus.

***Hours worked:*** 40 hours per week

***Reporting To:*** the Executive Committee of the BOD.

### ***Responsibilities:***

- Assure sufficient funds are available for station operations through grant writing, maintaining relationships with granting agencies and organizations, underwriting, donor development, membership growth, donor cultivation and recognition, and fundraising events;
- Coordinate and train volunteers;
- Develop and track budgets, maintain records, develop reports for grants, and report financial information to the Board of Directors and granting agencies in coordination with the Bookkeeper, BOD Treasurer, and/or BOD Finance Committee; Participate in the annual budget planning process;
- Accurately maintain the WEFT membership database;

- Maintain the WEFT website and listservs;
- Serve as an ex-officio member of all committees;
- Provide a written monthly activity report to the BoD three days prior to each regularly scheduled BoD meeting;
- Attend all BoD meetings unless specifically released by the BoD;
- Maintain a Public File, as per regulation of the FCC, on a quarterly basis, and Monitor/ensure correct completion of operating logs;
- Establish and maintain regular office hours, and be available during those times. Flex time to include evening and weekend hours may be required.
- Hire, supervise, evaluate and terminate staff, both paid and unpaid, and take appropriate action to protect the welfare of the station and the reasonable safety of its personnel;
- Ensure a clean, organized and professional working environment throughout the WEFT premises;
- Procure and make available supplies for both staff and volunteer use;
- Process station mail and parcel delivery in a timely fashion;
- Maintain backups of all station records and databases in physically stable media at a secure off-site location in coordination with the board chair.

***Qualifications:***

- Strong interpersonal skills and ability to work with a wide variety of people
- Ability to effectively manage personnel and to foster a cooperative work environment.
- Familiarity with relevant broadcast laws and regulations, or willingness to learn.
- General technical skills applicable to radio and computer technology such as Filemaker Pro, and an ability to readily learn and adapt to new systems and technologies.
- Knowledge of underwriting regulations and standards.
- Familiarity with developing and implementing fundraising programs and activities.
- Competence in basic fiscal management.

***Other desirable knowledge, skills, and experience include***

- A bachelor's degree in a related area
- Experience in non-profit management;
- Radio/audio program production and/or journalism;
- Radio engineering;
- Familiarity with new media technology for program development and/or organizational communication and development;
- Facility management (oversight of building maintenance, utilities; contract management);