

WJFF Radio Catskill General Manager & Development Director

Position Description:

WJFF Radio Catskill is a member-supported National Public Radio station serving the Catskills, Upper Delaware Valley and Mid-Hudson region of New York and Northeast Pennsylvania. WJFF's programming is an eclectic mix of local music and public affairs, along with national and international programming from providers that include NPR, PRI, APM and Pacifica. The station has three full-time staff positions and is governed by a fifteen-member Board of Trustees. Over 100 volunteers produce local shows, cover board shifts and assist with events, maintenance and other non-broadcast functions.

Overview:

WJFF Radio Catskill is seeking a General Manager/Development Director (GM/DD) with strong leadership skills and a desire to work in a community and volunteer-oriented environment. The GM/DD manages the day-to-day operation of the station including fundraising and membership development. He or she reports to the Board of Trustees and manages all other staff and contract positions. The GM/DD will be responsible for leading the station through its strategic plan, which encompasses projects such as major facility renovations, a possible capital campaign, and the implementation of a new marketing plan geared to expand the member base and corporate underwriting. The GM/DD serves as the station's lead representative to our diverse communities.

Qualifications:

The ideal candidate for the GM/DD position would possess qualifications and/or relevant experience in most of the following areas:

Minimum

- Non-profit or business background with a strong interest in public radio
- A proven track record as an effective manager with emphasis on supervision of and delegation to staff and volunteers
- Development skills, including fund-raising ability, grant writing experience and general financial acumen

Preferred

- Significant leadership experience in broadcasting, community organization, non-profit organization or a related field
- Community or public radio management experience
- Familiarity with IT and Broadcast technologies
- Experience in government compliance including FCC and CPB
- Familiarity with trends in emerging media distribution platforms and technologies

As WJFF is a community radio station, the demonstrated ability to lead while working collegially and transparently with a wide range of diverse constituencies, including volunteer broadcasters is essential.

Duties and Responsibilities:

- Coordinates implementation of the station's 5-year strategic plan, which can be downloaded [here](#).
- Assists the Board of Trustees in the development of the annual budget.
- Monitors the station's finances and application of best practices in consultation with the station's bookkeeper and auditors; provides assistance to auditors in the preparation of the station's financial statements.
- Supervises, trains and evaluates staff; independent contractors and volunteers.
- Develops and executes and/or oversees the station's plans for membership drives, grants, and underwriting.
- Assures the timely provision of all reports required by the FCC, CPB, and other government agencies.

- Communicates and collaborates with and serves as a member ex-officio of the Board of Trustees. This includes monthly reporting and attendance of Board meetings, and may also include participation in meetings of board committees.
- Develops policies and procedures required for the operation of the station in a legal, responsible and equitable manner.
- Oversees the planning, development and maintenance of station facilities in accordance with the station's strategic plan and objectives.
- Promotes the station and its mission and vision in the community.
- Assures the station serves diverse groups of listeners and potential listeners.
- Provides a transparent, welcoming, supportive and inclusive approach to working with volunteers, staff, and all station communities.
- Assures compliance with all regular FCC and CPB regulations.
- Represents the station in the broadcasting community.
- Oversees volunteer development and relations in coordination with staff.
- Collaborates with the Development and Community Outreach Committee of the Board of Trustees in the planning of fundraising and community-building events, marketing and promotion. Executes or oversees those plans.
- Oversees cultivation of and communication with donors and the general community through multiple channels.

Salary and Benefits:

- Full-time position, with annual evaluation conducted by the Board of Trustees
- A base salary commensurate with experience, plus bonuses based on performance
- Paid vacation, personal and sick days
- Health insurance coverage with employee contribution.
- Employer contributes 2% of employee's annual salary to a non-elective contributory SIMPLE IRA plan.

WJFF Radio Catskill is an equal-opportunity employer and does not discriminate on the basis of race, color, creed, gender, age, ethnicity, national origin, marital status, sexual orientation, identification or expression, mental or physical disability or any category protected by state or Federal law.

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