

KPTZ General Manager

Position Overview:

The GM reports to the KPTZ Foundation Board of Directors and leads KPTZ in pursuit of its mission, vision and values. Primary duties include directing overall station operation, ensuring quality programming and implementing plans to ensure long-term growth. The GM works to keep the station responsive to the needs of its audience, and keep it financially stable, well-staffed, and appropriately equipped. Ultimately, the GM builds recognition of KPTZ as a valued and vital service in the community.

Minimum Qualifications:

- Three years professional broadcast management experience, including experience in strategic planning, budget management, personnel, training, programming, and marketing or development for a membership organization
- Preferred : Bachelor's degree

Essential Duties:

• Financial Management

The GM is responsible for budgeting and budget tracking, oversight of bookkeeping and audits, maintenance of records, grant-tracking and reporting, and financial reporting to the KPTZ Board of Directors and granting agencies.

• Personnel management

The GM is responsible for guiding the work of a staff (both paid staff and volunteers), staff hiring, staff training, evaluations, benefits development, and implementing established KPTZ personnel policies.

• Fundraising

The GM is responsible for assuring that sufficient funds are available for station operations through donor development, underwriting, grant writing and reporting, maintaining relationships with granting agencies and organizations, and overseeing the work of the station's Development committee, which includes membership development, donor cultivation and recognition, and bi-annual fundraising events

• Operations

The GM has overall responsibility for station programming, local program production, and maintaining documentation that is in compliance with FCC regulations and other regulatory agencies. The GM is responsible for assuring maintenance and operability of broadcast equipment, and maintenance and improvement of KPTZ's facilities, which include a studio/office building and a transmitter site. Operational needs require the GM to develop, implement and oversee various service contracts. The GM has primary responsibility for the station's I.T. infrastructure, and oversees the station's web presence, including broadcast streaming. The GM will maintain the FCC Public Inspection File.

- Community Outreach

The GM represents the station to the local community and is responsible for assuring that the station is responsive to local community needs and concerns. The GM guides station outreach to members, listeners, and the community at large. The GM proactively interacts with local businesses, organizations, schools and government agencies to articulate KPTZ's mission, policies, and strategic direction, and to build collaborative relationships with these entities.

- KPTZ Board of Directors

In addition to preparing station activity reports for the KPTZ Board of Directors, the GM prepares information necessary for informed policy decisions by the board, advises the board on policy decisions, and implements the board's approved policies and strategic plan. The GM implements board policy as directed.

- Agency and Other Networking

The GM serves as a communication link to other agencies and organizations involved in public broadcasting, and represents KPTZ's interests to those agencies while seeking opportunities for collaboration or the utilizing shared resources.