

## WDVX General Manager Job Description - 10/27/17

Provide leadership and management of community-supported radio station WDVX. Function as chief executive for strategy and operations, reporting to the Board of Directors.

WDVX is an established nonprofit community supported radio station with a worldwide audience and brand. With a stable base of supporters and great market position, the opportunity exists to consciously shape the future of the station, preserving the best of our successful heritage and meeting the challenges of the future.

The Board of Directors is seeking a leader who can take the organization through a transition into its next successful phase in the digital age. Desired characteristics include understanding the challenges public radio stations currently encounter, an engaging and inclusive leadership style, a proven track record of operational and staff management, and the ability to formulate plans and solutions that engender confidence and execute them effectively.

### Job Responsibilities:

1. Strategic leadership. Drawing upon experience and interaction with the station's constituencies, work with the Board to formulate and articulate an exciting vision for the future of the organization and a plan for achieving it. Network with staff and stakeholders to promote the vision and plan and promote engagement. Ensure resources and staff members are aligned to achieve the goals contained in the plan.
2. Fundraising. Oversee and provide guidance in all revenue-raising efforts including underwriting, grant writing, fundraising events, merchandise sales, charitable gaming, and other special events. Aggressively pursue opportunities to increase station revenue. Personally initiate and lead major solicitations. Identify and capture additional fundraising streams.
3. Operations and Budget. Oversee station operations and management personnel. Working with staff, set standards and monitor performance. Formulate the annual budget and manage expenditures to meet budget constraints. Provide leadership and guidance to promote a positive, engaging work culture.
4. Compliance. Ensure that WDVX operates within relevant regulatory parameters and complies with grant, funder, and other external requirements. Monitor programming and other activities to ensure they reflect the station's mission.
5. Community Relations. Actively represent WDVX and its stakeholders in the local and larger broadcast and music industry communities. Initiate productive partnerships, promote the brand and market position of the station, and attract significant new advocates, performers, and contributors.

### Qualifications:

Bachelor's degree in business or related discipline or equivalent experience or equivalent required. Ten or more years of management experience demonstrating increasing levels of responsibility. Familiarity with the broadcast industry including Internet streaming is strongly preferred. Involvement in and appreciation of the musical traditions and styles featured on WDVX. Knowledge of and experience with FCC licensing and requirements. Experience with nonprofit or listener-supported radio is highly desirable. Demonstrated ability to work with volunteers and the community. Other desired skills and characteristics include: Negotiation, relationship-building, oral and written communication.