

Full Job Posting: KPTZ General Manager
Deadline for Applications: August 15, 2023

Summary

KPTZ 91.9FM, is a 2,200 watt community radio station located in Port Townsend, Washington, which took to the airwaves in May 2011 as the voice of the Northeast Olympic Peninsula, broadcasting to approximately 50,000 listeners in Jefferson, Clallam and Kitsap counties. KPTZ radio is a community-driven organization, thriving on the passion of its 100+ volunteers and offering an impressive range of locally produced news, education and arts programming. KPTZ also contracts with Jefferson County to serve as the local broadcast information provider for disaster response and recovery.

The station is about to move into new studios in nearby Fort Worden. KPTZ will be an anchor tenant in historic Building 305 on the Public Development Authority's Lifelong Learning campus.

Approximately 75% of KPTZ's funding comes from contributions and 25% is earned income, from underwriting.

Summary of position

KPTZ is looking for an energetic, visionary, and community-minded General Manager who can continue to advance the station's growth through impactful programming and community engagement. With state-of-the art broadcast, production, and performance facilities; a large cast of creative volunteer broadcasters; an engaged, supportive board; and a dedicated and talented staff, KPTZ's next General Manager will have the opportunity to lead the station into its next chapter as a vital media resource.

The ideal candidate will be a strong communicator who has demonstrated experience in team building and community engagement; is able to lead, manage and motivate a small staff and a large group of volunteers; can successfully promote KPTZ to expand its audience; and is experienced in fund development, with a strong commitment to building and maintaining positive relationships with donors and underwriters. The successful candidate will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to KPTZ's mission. While the General Manager must bring efficient and effective management skills to ensure the productivity of the organization, it is also critical that they be committed to retaining the creative spark that drives the excellence in broadcasting for which KPTZ is known, and to leading the station in evaluating and embracing new technologies that continue to change the face of radio in the 21st Century.

Position Type: Full-time, Exempt

Pay and Benefits: This is an “exempt” position. Salary: \$57,294. Paid holidays, vacations and sick leave.

How to Apply

Please submit a cover letter, resume and three professional references no later than August 15, 2023. KPTZ is an Equal Opportunity Employer. E-mail applications may be sent to GMSearch@KPTZ.org. USPS mail applications to KPTZ – General Manager Search, PO Box 2091, Port Townsend, WA 98368

General Manager Job Description

Primary Purpose of the Position:

The General Manager supports the vision, mission, and strategic objectives of KPTZ, a not-for-profit community radio station, continually assessing and improving the station’s performance in meeting the needs of the community. The General Manager also ensures compliance with community radio and Federal Communications Commission (FCC) standards and guidelines. The position supervises 1.5 FTE.

The General Manager reports to and serves at the will of the KPTZ Board of Directors.

The General Manager is responsible for ensuring that the duties and responsibilities listed below are fulfilled through a combination of leadership and management of staff and volunteers and hands-on effort as appropriate.

Duties and Responsibilities:

- Provide leadership in planning, implementing, and providing oversight to station operations, seeking consensus where possible, exercising decision making as necessary, and communicating the basis for decisions to stakeholders.
- Plan, implement, and provide oversight to ensure effective administrative support, budget management, grants management, contract management, records management, and personnel management, evaluation and development. Ensure best practice accounting procedures. Serve as check signatory and liaison for WA State licensing. Prepare materials for the annual IRS 990 tax return.
- Ensure that the facility and equipment, including studios, offices, computers, software, transmitter, telecommunications, networks, and any other materials or items needed to effectively broadcast daily programming on a 24-hour basis are operating and maintained and repaired in a timely manner, using staff, contractors, and volunteers as appropriate.

- Lead the station in planning, implementing, and providing oversight to ensure effective fundraising efforts, including underwriting solicitation, fund drives, member and donor programs, grants, and special events.
- Ensure compliance with FCC requirements.
- Provide general oversight to the staff and volunteers to ensure quality programming, appropriate use of syndicated programs; quality production and announcing of live or station-produced programs and increasing listenership.
- Utilize radio listenership data, community and public feedback, and audience research and information to validate and/or modify programming when necessary.
- Promote KPTZ and nurture its role in the community by articulating the station's mission, policies and strategic direction, and developing and fostering positive relationships with community leaders and organizations, listeners, advisory boards, members, donors, underwriters, broadcasters, other volunteers, staff, and any other constituencies of the station.
- Provide regular program and financial reports to the Board of Directors so that the Board has the information necessary for making informed policy decisions that affect the station. Advise the board on policy decisions, and implement the board's approved policies and strategic plan.
- Serve as the primary communication link to other agencies and organizations involved in public broadcasting, represent KPTZ's interests to those agencies and organizations, and seek opportunities for collaboration or utilizing shared resources.
- Manage major weeklong, end of year, and 1-day fundraising campaigns.
- Serve as "Chief Operator," as required by FCC.

Qualifications

Required qualifications for the position of KPTZ General Manager are:

- At least 3 years' experience in a management or supervisory position in a non-profit organization (preferably public radio or other community-based media).
- At least 5 years of professional experience in community or public radio is preferred.
- College degree preferred. Course work in mass communication, marketing or business preferred.
- In-depth understanding of broadcast technology.
- Development experience preferred.
- Demonstrated ability to lead, motivate and manage personnel, both paid and volunteer.
- Strong interpersonal skills and ability to work with a wide variety of people and

interests, including the ability to incorporate many interests and opinions into decision-making, and devise successful collaborations.

- Ability to plan and oversee creative projects and initiate/support change through collaboration with staff and volunteers.
- Experience with and ability to understand and manage a budget. Familiarity with non-profit accounting principles and database management.
- Strong writing, speaking, and public presentation skills necessary to represent KPTZ successfully to the community, grantors, regulatory agencies, and other collaborators.
- Experience in fundraising activities such as grant writing, donor/member program management, and/or event coordination.
- Competency with standard desktop software applications.

Other desirable knowledge, skills, and experience include:

- Demonstrated knowledge and application of FCC regulations applicable to radio broadcasting and CPB grant requirements.
- General technical knowledge applicable to working with radio technology and an ability to readily learn and adapt to new systems and technologies.
- Radio/audio program production and/or journalism, or radio engineering.
- Familiarity with computer networking and management concepts.
- Experience with or knowledge of website development and use of web-based resources and social media for communications and promotion.
- Familiarity with utilization of new media technology for program development and/or organizational communication and development;
- Facility management (oversight of building maintenance, utilities; contract management).

Physical Demands

- Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings.
- Manual dexterity to use standard office equipment and supplies and to handle written materials.
- Reliable transportation will be required.
- Vision sufficient to read handwritten and printed materials and a computer screen.
- Hearing and speech to communicate in person and by telephone.
- Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

Checks/Clearances

A criminal background check will be required as a condition of employment.

Equal Employment Opportunity

KPTZ is an Equal Opportunity Employer. KPTZ prohibits discrimination against any person on the basis of race, ethnicity, creed, religion, sex, color, ancestry or national origin, age, political opinion, sexual orientation, marital status, veteran status, genetic information, occupation, source of income, gender identity or expression, physical appearance, familial status, or physical or mental disability of otherwise qualified individuals.