

**RAVEN RADIO**  
**KCAW • 104.7 FM**

KCAW, Raven Radio in Sitka, Alaska is recruiting qualified candidates for the position of **General Manager**. KCAW is a vibrant public radio station serving Sitka, Angoon, Elfin Cove, Kake, Pelican, Port Alexander, Tenakee Springs, Yakutat, and the coastal fishing grounds of Southeast Alaska. Since sign on in 1982, KCAW provides creative and diverse community media with a mix of locally and nationally produced news and programming. The General Manager is the executive position at the station, reporting to a community-elected Board of Directors, and supervising a staff of 6 and over 100 active volunteers.

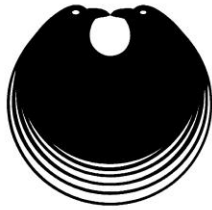
**SPECIFIC DUTIES**

The specific duties of the position include:

- Financial management. The GM is responsible for budget development and administration; grant tracking and reporting, and financial reporting to the board.
- Personnel management. The GM leads and guides a staff of 6 full and part time employees including hiring and supervision in accordance with Personnel Policy. In addition, the GM acts as the personnel grievance officer in accordance with Personnel Policy. Staff include: Development Director, Program Coordinator, News Director, Reporter, Winter News Fellow, and Morning Edition Host.
- Fundraising. The GM takes a leadership role in fundraising including on-air pitching, major donor relationships, special events and grant writing and development.
- Operations. The GM maintains professional standards for all aspects of community media including broadcast, online, production, technical matters, fundraising, and promotion and has overall responsibility for station programming including local program and news production to include insuring compliance with FCC regulations. The GM is responsible for assuring maintenance and operability of broadcast equipment and the maintenance and improvement of station facilities, including transmitter sites. The GM keeps up to date on new developments in public communications and uses this information to formulate short and long range strategic planning with the board and staff.
- Community Outreach. The GM represents the station to the community and provides overall leadership for the corporation.
- KCAW Board of Directors. The GM reports monthly to the board of directors, works with the board in developing policy and planning; and is responsible for enacting board policy and plans.
- Agency and Other Networking. The GM serves as the Raven Radio representative to CPB, APBC, and to NPR and APRN in administrative matters.

**POSITION QUALIFICATIONS**

Candidates for the position of General Manager must have the following skills and experience:



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- At least three years of progressively responsible experience in a media organization;
- Bachelor's degree in a relevant field or equivalent combination of education and experience;
- Familiar with all aspects of community media including programming, production, on air work, online development, technical matters, fundraising and promotion;
- The ability and insight to think critically and creatively in order to analyze current practice, and envision future service provision for all media platforms;
- The ability to communicate effectively with staff, board members, colleagues, listeners, stakeholders, and community leaders;
- Inspirational and motivational style of management to attain a high degree of cooperation from others for the highest possible achievement;
- Demonstrated ability in planning and implementation of organizational goals
- Demonstrated ability to manage large multiple projects effectively and to delegate responsibilities;
- Ability to develop and administer budget;
- Ability to fundraise and write grants in support of the mission of KCAW;
- Ability to advocate for legislative support for public broadcasting.

**SUPERVISION/EVALUATION**

The General Manager is supervised by the local Board of Directors.

**SALARY AND CLASSIFICATION**

This is a full time, exempt position. Salary range is \$52, 290 – 65,000 D.O.E. with competitive benefits.

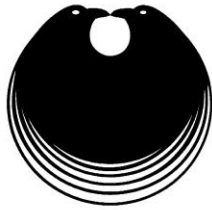
**THE STATION AND THE COMMUNITY**

Raven Radio, KCAW, is a 5 KW, CPB qualified public/community radio station located in Sitka, a rural community of 8,600 on Baranof Island in Southeast Alaska. KCAW values local news, community involvement and volunteerism. Raven Radio is an affiliate of National Public Radio and the Alaska Public Radio Network.

**APPLICATION**

Please send a resume and references along with a cover letter outlining your philosophy of management, your philosophy of public and community broadcasting, and a statement of why you wish to work at Raven Radio to: [Pos1@coastalaska.org](mailto:Pos1@coastalaska.org)

The application period is open until filled, but initial screening of applicants will occur on September 1.



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RAVEN RADIO IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.