



Pickle Hill Public Broadcasting, INC
P.O. Box 2111
Kenai, AK 99611
(P) 907-283-8433 (F) 907-283-6710

Job Opening

KDLL General Manager

(Review of applications begins immediately and will continue until the position is filled.)

CLASSIFICATION: Permanent Full-time, Exempt
SALARY RANGE: \$48,000 - \$62,000
BENEFITS: Health Insurance, Paid Holidays, Vacation and Sick Leave

Job Description:

Pickle Hill Public Broadcasting, INC., (KDLL) located in Kenai, Alaska, announces an opening for the position of General Manager. KDLL is a community supported public radio station serving the Central Kenai Peninsula including the cities of Kenai and Soldotna. KDLL was founded in 1982 and provides not only syndicated programming but a variety of locally produced volunteer programming. The KDLL General Manager is an energetic, dynamic leader who represents KDLL in the community. The General Manager is responsible for the overall management, significant fundraising, and leadership of the station. Working with the Board of Directors, the General Manager provides strategic leadership in developing and implementing the station's Long Range Plan, and provides regular reports to the Board of Directors on the status of the station.

Kenai is located on the Central Kenai Peninsula – a fishing and tourism community with a mild climate compared to much of Alaska. Kenai is a quick 20 minute flight or breathtaking 2 1/2 hour drive from Anchorage. Opportunities for outdoor and indoor recreation are many.

(For more information on the area served, visit <http://www.kenaipeninsula.org/>)

Specific Duties:

The specific duties of the position include the following:

- **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 Board of Directors and granting agencies.
- **Personnel management:** The GM is responsible for guiding the work of staff and volunteers, staff hiring, staff training, evaluations, benefits development, and implementing established KDLL personnel policies.
- **Fundraising:** The GM is responsible for assuring sufficient funds are available for station operations through grant writing and reporting, maintaining relationships with granting agencies and organizations, and donor development which includes membership development, donor cultivation and recognition, and fundraising events.
- **Operations:** The GM has overall responsibility for station programming, local program production, and compliance with FCC regulations. The GM is responsible for assuring maintenance and operability of broadcast equipment, and the maintenance and improvement of the station'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 principal responsibility for the station's IT infrastructure and maintaining and developing the station's website and other "new media." The GM is responsible for keeping KDLL up-to-date with changes and trends in technology, media, and public broadcasting.

- **Community Outreach:** The GM represents the station to the local community and is responsible for assuring KDLL 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 and institutions to articulate KDLL's mission, policies, and strategic direction, and to build collaborative relationships with these entities.
- **KDLL Board of Directors:** In addition to preparing regular financial and station activity reports for the KDLL 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.
- **Agency and Other Networking:** The GM serves as the primary communication link to other agencies and organizations involved in public broadcasting; the GM represents KDLL's interests to those agencies and organizations, and seeks opportunities for collaboration or utilizing shared resources.

Qualifications:

A successful General Manager candidate must have the following skills and experience:

- 4 years' experience in radio station management and/or development; (Public radio preferred)
- Knowledge of FCC rules and regulations and ability to follow all federal, state, and local laws, professional standards, and station policies and procedures;
- Strong interpersonal skills and ability to work with a wide variety of people and interests; ability to incorporate many interests and opinions into decision making and devise successful collaborations;
- Experience/ability to understand and manage a budget and non-profit accounting;
- Demonstrated ability to effectively manage personnel;
- General technical skills applicable to working with radio technology and an ability to readily learn and adapt to new systems and technologies;
- Strong writing, speaking, and public speaking skills;
- Highly developed sense of organization and community;
- Ability to work non-standard hours, including evenings and weekends.

Other desirable knowledge, skills, and experience:

- Non-profit management;
- Fundraising, including grant writing, donor/member program management, and/or event coordination;
- Knowledge and experience with online platforms, including social media and web based content management systems;
- Radio/audio program production and/or journalism;
- Utilization of new media technology for program development and/or organizational communication and development;
- Radio engineering.

How to apply:

Submit a cover letter, resume, and references to:

KDLL Board of Directors
 Attn: General Manager Committee
 P.O. Box 2111
 Kenai, AK 99611

or you may submit electronically to employment@kdll.org

Further information may be found at <http://kdll.org/about/employment>

KDLL is an equal opportunity employer