

**LISTENER SPONSORED KPFK RADIO, 90.7 FM--
LOS ANGELES, CA AND KPFT 90.1 FM HOUSTON TX
ARE SEEKING TUNED IN STATION MANAGERS**

KPFK RADIO SEEKS A GENERAL MANAGER

KPFK-FM in Los Angeles, California, was established in 1959 as a listener-supported, non-commercial radio station. It is one of five stations of the Pacifica Network, which is a mission-driven organization dedicated to free speech, peace, social justice, and cross-cultural understanding. Broadcasting at 110,000 watts, KPFK serves much of Southern California with an eclectic mix of arts, culture, music, Local, National and International News and public affairs programming in both English and Spanish. KPFK seeks a General Manager to provide leadership and vision, who is serious about innovative, high-quality, community-based programming.

RESPONSIBILITIES:

The General Manager is

- Responsible and accountable for "the sound of the station", as well as overall administration, personnel, programming, financing, technical operations and public relations for the station.
- Working with the staff, the Local Station Board (LSB), and the community, the General Manager is responsible for monitoring and guiding the station,
- The General Manager (GM) supervises a management team consisting of the Program Director, Business Manager, Music Director, Chief Engineer and others, in the administration of all station operations, including programming, human resources, budgeting, fundraising, long-term planning, and FCC compliance.
- The GM reports to both KPFK's elected Local Station Board and Pacifica's national Executive Director in implementation of the Pacifica mission.
- The General Manager is expected to improve the gross and net income, and to increase the membership and listenership of the station through good management skills and decisions.

Financial Accountability and Responsibilities

- In collaboration with Chief Financial Officer (CFO) and the Executive Director (ED), supervises the preparation of the station's annual budget (currently \$3.5 million) and presents it to the Local Station Board and Pacifica National Board (PNB) for review and approval.
- Maintains the fiscal integrity of the station through membership/fundraising activities, budget management, and compliance with Pacifica National Board and Pacifica National Office policies and practices.
- Supervises the timely preparation of reports for revenue and expense oversight including monthly financial statements which are to be prepared in accordance with generally accepted accounting practices, and ensures that the station maintains a balanced budget.

General Operations/Physical Plant

- Ensure transmitter function and compliance with all necessary local, state and Federal laws and regulations.
- Ensure maintenance of physical plant in conjunction with chief engineer and/or operations manager.
- Ensure that public safety measures are in place for paid and unpaid staff, members of the general public, and visitors.

Programming

- Ensure program content complies with all necessary state and Federal laws, regulations, and requirements as well as Pacifica programming policies and requirements.
- Establish, maintain, and review programming goals and services in line with Pacifica's mission and goals.
- Oversee technical broadcast operations, and in conjunction with the Program Director, oversee program content, delivery, format, and schedule.

- Maintain publication of programming schedules on the station's web sites and in other appropriate venues and media.

FCC, CPB, EEO, AG Reports

- Ensure completion of and compliance with necessary publicly filed reports, annual CPB Station Activity Surveys, FCC license renewal applications, EEO mandates, charity registration with state Attorney General, OSHA regulations, and other necessary filings.

Governance

- Serve as a non-voting member of the station's Local Station Board, attending meetings once per month as an ex-officio member.
- In consultation with Pacifica's Executive Director, when required, select and hire a Program Director from a pool of candidates presented by the station's Local Station Board.
- Work with Local Elections Supervisor on implementing local board elections.

Personnel/Trade Union

Supervise all station staff, paid (about 35) and unpaid (~200)

- Participate in trade union contract negotiations and handle grievance process.
- Follow all Pacifica procedures and State and Federal laws and union contracts regarding employment processing, recruitment and selection, hiring, evaluation, termination, and other personnel actions.

Community Relations

- Represent the station and Pacifica at public forums. Handle media relations for the station.
- Broadcast regular report to the listeners with time allotted for call-ins.

Development

- Supervise development of strategies and plans for fundraising on-and off-air, along with staff.
- In conjunction with the Program Director evaluates and approves all premiums offered by the station.
- Meet with donors as needed.

Internet

- Oversee maintenance and development of KPFK's web services and social media platforms in collaboration with the webmaster and staff.

Miscellaneous

- The General Manager will work under the supervision of the Executive Director. This is a full-time exempt management position.
- Normal work week includes being physically present at the station five days per week.

REQUIREMENTS:

Demonstrated commitment to Pacifica's Mission. Bachelor's Degree or commensurate experience in related field 3-5 years of experience managing a radio station, preferably in public broadcasting, or related media. Candidate must be committed to a diverse workplace. Candidate will possess excellent management skills and a proven ability to work collaboratively with paid and volunteer staff. Candidate will possess strong interpersonal and communications skills and the ability to lead and motivate staff and volunteers. Fund raising experience required. Spanish helpful but not required. Most candidates should be able to lift 30 pounds and be able to navigate stairs multiple times during each work shift.

SALARY

This is a full-time management position.

Annual salary: \$60,000 to \$80,000, depending on experience. Excellent benefits: medical, dental, disability, 403(b) and generous vacation and holiday benefits (upon completion of introductory status).

IN YOUR COVER LETTER, PLEASE LET US KNOW WHERE YOU READ OR HEARD ABOUT THIS JOB OPENING.

TO APPLY FOR KPFFK: Email resume and letter of interest to: SearchCommittee.KPFFK@gmail.com or mail to:

Attn: KPFFK General Manager Search

3729 Cahuenga Blvd. West

North Hollywood, CA 91604

TO APPLY FOR KPFFT: Email resume and letter of interest to: GMSearch@kpft.org

Applications will be held in confidence. DEADLINE: Open until filled. Pacifica/KPFFK is an Equal Opportunity Employer, and does not discriminate on the basis of race, nationality, gender, age, disability or sexual orientation. Principals only – no agents, please.