

Job Opening: Station Manager of WEFT Community Radio

WEFT-FM is a non-commercial radio station locally owned by Prairie Air, Incorporated, an independent non-profit organization. WEFT-FM is an accessible, responsible, and responsive radio alternative, serving the diverse communities of radio listeners in East Central Illinois. WEFT offers a diverse combination of music and public affairs programming, primarily hosted live by local volunteers trained and scheduled by an elected volunteer Programming Committee. WEFT is member-funded and self-governed. You can listen to the station and find out more about what we do at weft.org.

We invite applications for the position of part-time Station Manager. To apply, please send an up-to-date resume and cover letter. List the qualifications and experience you would bring to the role. Send by e-mail to boardchair@weft.org or by mail to WEFT Board Chair, WEFT Community Radio, P.O. Box 1223, Champaign, IL 61824-1223 by January 31, 2022.

Position Description:

The Station Manager (SM) is a part-time salaried employee of Prairie Air, Inc., and oversees the day-to-day operation and administration of the radio station WEFT 90.1 FM, licensed for operation in Champaign, Illinois.

Job Purpose:

The SM ensures the station operates in accordance with all applicable laws and regulations, including state and federal law and FCC regulations. The SM acts as the agent of the Prairie Air Inc./WEFT Board of Directors (BOD) in all matters of station operation, with duties assigned by the BOD, and conforms to the Prairie Air, Inc. By-Laws. The responsibilities and functions listed below are the responsibility of the SM whether performed personally or through delegation.

Salary and benefits: Commensurate with experience.

Hours worked: 20 hours per week

Reporting To: The Executive Committee of the BOD.

Responsibilities:

- Assure sufficient funds are available for station operations through grant writing, maintaining relationships with granting agencies and organizations, underwriting, donor development, membership growth, donor cultivation and recognition, and fundraising events;
- Develop and track budgets, maintain records, develop reports for grants, and report financial information to the Board of Directors and granting agencies in coordination

with the Bookkeeper, BOD Treasurer, and/or BOD Finance Committee; Participate in the annual budget planning process;

- Accurately maintain the WEFT membership database;
- Serve as an ex officio member of all committees;
- Provide a written monthly activity report to the BoD prior to each regularly scheduled BoD meeting;
- Attend all BoD meetings unless specifically released by the BoD;
- Monitor the Public File, as per regulation of the FCC, on a quarterly basis, and Monitor/ensure correct completion of public file and operating logs;
- Monitor compliance, as per regulation of the FCC, with the requirements of the Emergency Alert System;
- Establish and maintain some regular office hours, and be available during those times. Flex time may include evening and weekend hours;
- Supervise and evaluate staff, and protect the welfare of the station and the reasonable safety of its personnel;
- Ensure a clean, organized and professional working environment throughout the WEFT premises;
- Maintain backups of all station records and databases in physically stable media at a secure off-site location in coordination with the board chair;
- Be the point person with contractors and other people contacting the station.

Qualifications:

- Strong interpersonal skills and ability to work with a wide variety of people;
- Ability to effectively manage personnel and to foster a cooperative work environment;
- Familiarity with relevant broadcast laws and regulations, or willingness to learn;
- General technical skills applicable to radio and computer technology such as DonorSnap or equivalent, and an ability to readily learn and adapt to new systems and technologies;
- Knowledge of community radio underwriting regulations and standards;
- Familiarity with developing and implementing fundraising programs and activities;
- Competence in basic fiscal management.

Other desirable knowledge, skills, and experience include:

- A bachelor's degree in a related area;
- Experience in non-profit management;
- Radio/audio program production and/or journalism;
- Radio engineering;
- Familiarity with new media technology for program development and/or organizational communication and development;
- Facility management (oversight of building maintenance, utilities; contract management).