



RAVEN RADIO
KCAW • 104.7 FM

KCAW FM Raven Radio

General Manager Job Description (updated 7/15)

The General Manager is responsible for leadership and management of KCAW, a CoastAlaska member station. The position will focus on the station being vital to the community while achieving operational efficiency through strategic planning, budget oversight, staff supervision and collaboration with multiple agencies.

Position Duties

1. Works with Board of Directors to develop and enact policy and plans
2. Provide leadership and regular reports to the KCAW Board of Directors
3. Maintain professional standards for all aspects of community media including broadcast, online, production, technical matters, fundraising and promotion.
4. Hire and supervise department heads and inter-departmental staff in accordance with Personnel Policy
5. Responsible for budget development and administration
6. Ensure the integrity and protect the editorial independence of the news department
7. Work closely with CoastAlaska regional staff
8. Take a leading role in fundraising, including on-air pitching, major donor relationships, special events and grant proposals
9. Responsible for legal operation of Raven Radio according to FCC regulations
10. Administers federal, state, and other grants and contracts as required
11. Represent the foundation to the community

12. Track new developments in public communications
13. Provides overall leadership for the corporation

Position Supervision

The General Manager is accountable to the KCAW Board of Directors, and is supervised and evaluated by the Board of Directors.

Position Qualifications

- 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