

JOB TITLE:
Station Manager, Radio Western

REPORTS TO:
Board of Directors, Radio Western

DIVISION:
Radio Western

OPERATING BUDGET: \$350,000

EFFECTIVE DATE: June 2019

RELATIONSHIPS:

Board Committees: Serves as the official liaison between Radio Western Staff and Board of Directors

Key Clients: Student and community volunteers

Internal: Works closely with the Program Director, News, Sports & Spoken Word Director, Marketing Director, and all volunteers

External: Establishes and sustains a strong working rapport with the University Students' Council (USC), Western undergraduate students, and the community-at-large

POSITION SUMMARY:

The Station Manager, Radio Western will be responsible for providing general administrative support and supervision to Radio Western employees and volunteers. The Station Manager, under the authority of the Board of Directors, will develop organizational frameworks, fundraising and alternative sources of funding for Radio Western. The Station Manager will be responsible for the preparation of financial documents and other operational duties as assigned by the Board of Directors.

POSITION REQUIREMENTS:

1. Special Projects Involvement

Fundraising and Alternative Sources of Funding

Develop a strategic funding plan for Radio Western:

- Create and maintain fundraising initiatives for Radio Western
- Implement and identify alternative sources of funding, including but not limited to advertisements and grants
- Provide an action plan for fundraising and alternative revenue sourcing to the Board of Directors
- Ensure all initiatives align with Radio Western's mission and student engagement activities
- Track all fundraising and funding sources for documentation purposes
- Maintain external partnerships for Radio Western

Strengthening USC Relationship

- Maintain and build rapport with the University Students' Council at Western University (USC)
- Create a dynamic relationship between Radio Western and the USC
- Determine strategies on how to promote positive communication
- Assist the Board of Directors with USC partnership

Framework Development

The Station Manager is responsible for developing metrics for the operations of Radio Western, including student engagement and employee performance. The Station Manager will be responsible for developing feedback systems to maintain these two areas.

- Evaluate existing student engagement at Western University and determine measurements affecting students' engagement with Radio Western
- Work with employees to create a 360 feedback process for employee performance and engagement
- Develop templates on performance and feedback frameworks for both employees and station engagement
- Execute a feedback system on station and employee performances
- Present templates and findings to the Board of Directors

2. Board and Governance

The Station Manager will provide the Board of Directors with advice and support in the development of policy and matters related to the management of Radio Western. The Station Manager will be responsible for the following:

- i) *Radio Western Strategy*: Translates the strategic direction of Radio Western, employee development and student engagement into the operational plans. Engages the Radio Western team in effectively carrying out the strategic vision
- ii) *Risk Management*: Ensures that Radio Western identifies, assesses and manages risks, and drafts a plan to limit risk involvement
- iii) *Focused Outcomes*: Ensures the effective, efficient, economical and equitable administration of Radio Western and its initiatives
- iv) *Quality Assurance*: Ensures that Radio Western's operations promote the delivery of high quality programming and services to meet the needs of students and community members meeting specific goals within the context of available resources
- v) *CRTC Compliance*: Understands CRTC rules and regulations, especially as they pertain to campus radio

3. Leadership and Supervision

- i) *Leadership*: Supports the development of Radio Western employees and volunteers through
 - i. *Leading*
 - ii. *Coaching*
 - iii. *Mentoring, and*
 - iv. *Authority*
- ii) *Supervision*: Ensures the health and safety of employees by creating an inclusive work environment. Oversees the engagement and day-to-day support of employees
- iii) *Building Relationships*: Networking with internal and external partners

4. Corporate and Financial Resources

- i) *Office Administration*: Maintains day-to-day administrative duties for Radio Western, including the preparation of financial documents
- ii) *Facilities and Operations*: Oversees the operational functions and maintains the Radio Western space

- iii) *Talent Management*: developing volunteers and leaders
- iv) *Budget Oversight*: Monitoring and actively managing Radio Western's operating budget

Other Responsibilities as assigned by the Board of Directors

QUALIFICATIONS:

Qualified candidates will have the following experience:

- Working with non-profit organizations
- Exposure to media sector, preferably working in the broadcast industry
- Communications, both orally and written
- Stakeholder-Focus tactics and development of strategies
- Facilitating collaboration, building and sustaining long-term relationships with partners
- Building relationships with internal and external partners
- Financial management of budgets, documents and financial reporting
- Strategy and project management from needs analysis through implementation and evaluation
- Establishing key performance indicators and metrics
- Promotion to external sources regarding programming and marketing initiatives
- Fostering a learning environment and experience with change management
- Working with sensitive and confidential information
- Collaborating with diverse stakeholders
- Knowledge of radio equipment, industry and technologically literate

LEADERSHIP QUALITIES REQUIRED:

The Station Manager should possess the following leadership qualities:

- **Accountability** to the Board of Directors, Radio Western employees, volunteers and students
- **Conflict Resolution** and **Mediation Skills** with internal and external relationships
- **Communication Skills**, such as the ability to have crucial conversations
- **Emotional Intelligence** demonstrated with the organization and themselves
- **Critical Thinking Skills** to make difficult decisions
- **Inspires** others at Radio Western by coaching, mentoring, empowering and supporting
- **Flexibility** with a changing environment and operational demands
- **Passionate** for Radio Western, employees, volunteers and community-at-large
- **Commitment** to Radio Western's purpose, vision and the team

EDUCATION:

A completion of a post-secondary degree is required. A degree in Business Administration and/or equivalent experience is preferred.

EXPERIENCE:

A minimum of five years' experience as a manager in the services sector that can be demonstrated as applicable to the duties listed in the job description. Although not required, previous experience working with non-profit organizations and the media is preferred.

WORKING CONDITIONS:

The office environment consists of sedentary work with many interruptions (in person; via text, e-mail and telephone) and has competing operational demands. The individual will require mental and visual concentration for accuracy. Evening and weekend work is required.

ADDITIONAL INFORMATION:

An individual with experience working with Board of Directors, Student Boards included, and a familiarity with Radio Western, Western campus, etc. is an asset. Please be aware that Radio Western is a separate entity from the University Students' Council (USC) and Western University.

Contact: Email resume & cover letter to Station Manager, Andrew Barton chrwsm@radiowestern.ca by Saturday May 18th.