



JOB POSTING

Station Manager, CFRC 101.9 FM, Radio Queen's University

ABOUT CFRC

CFRC 101.9fm is the campus and community radio station based at Queen's University since 1922. CFRC's mission is to empower and celebrate the diversity of Kingston and Queen's through innovative, non-commercial, community-oriented radio programming and broadcast learning opportunities.

SUMMARY

The Station Manager oversees administrative, financial and technical operations at CFRC Radio. The successful candidate has a thorough understanding of non-profit administration and radio operations, and is able to provide sound operational, managerial and business leadership to the CFRC management team, other staff and volunteers. The Station Manager is also an integral partner, with fellow managers and the board of directors (Radio Queen's University [RQU]), in the development and implementation of strategic plans and budgets. Professionalism, leadership skills, technical acumen, time management and strategic thinking are key to this position.

DUTIES

A. Management and administration:

- Lead the CFRC Radio management team and oversee hiring, training, supervision, performance review and termination of part-time and contract staff.
- Act as an ex-officio member of the RQU board of directors and its standing committees for Finance and Fundraising, Policy, and Human Resources, as well as the volunteer Radio Club,
- Ensure that CFRC Radio and its board, staff and volunteers operate in accordance with its mission and mandate, and all relevant laws, policies and procedures.
- Ensure that CFRC Radio staff, members, volunteers and programmers work in a cooperative and productive environment, with access to current training resources and opportunities.
- Coordinate, with professionals as needed, maintenance and upgrades of CFRC's equipment and digital platforms.

B. Business development:

- Financial and human resources administration including banking, records of transactions, monitoring of cashflow, payroll and benefits, and reporting on goals and variances with the RQU board and its Finance and Fundraising committee.
- Work with the RQU board of directors and CFRC Radio management to develop, implement and report on budgets and cashflow projections, as well as marketing, operational and strategic plans.
- Coordinate CFRC Radio's fundraising activities, including an annual funding drive.
- Oversee development and administration of grants and other endowments and funds for CFRC.

-Oversee preparation of monthly and year-end financial statements by CFRC's bookkeeper.

C. Communication and Outreach:

-Report on activities to the board of directors monthly and at the RQU Annual General Meeting.

-Act as a representative and ambassador for CFRC radio within Queen's University and Kingston communities, and the campus-community radio sector

-Facilitate appropriate outreach, publicity and promotional activities, opportunities and initiatives, including use of the station's website and social media accounts and an ongoing, positive relationship with station and University alumni.

QUALIFICATIONS

-At least 3 years of experience with non-profit leadership and governance in a volunteer-based organization

-Demonstrated ability to create and adhere to operational and project budgets

-Fundraising and grant-writing experience

-Excellent oral and written communication skills, personal organization and attention to detail

-Ability to facilitate decision-making and relationship-building with diverse stakeholders, conflict resolution, teamwork and public presentations

-Assets for this position include:

- University degree or college diploma in a relevant discipline such as business administration, communications, broadcasting or journalism.

- Experience with campus/community radio

- Awareness of campus-community radio station operations and regulations

- Experience with Queen's University

- Experience with digital audio recording and editing

- Experience with OSX networking, Quickbooks, ADP Pay At Work and/or Nationbuilder.

TERMS OF WORK

This is a salaried position of between \$35,000-42,000 commensurate with experience, involving at least 35 hours per week, with some evenings and weekends. Vacation, dental and extended health benefits provided upon completion of a 4-month probationary period. This is a one-year contract which may be renewed.

APPLICATION DETAILS

Submit a resume and cover letter to board@cfrc.ca by Wednesday, September 13, 2017. This position begins October 2.