



## **CFRU Radio Gryphon**

**Station Manager** – Full time at 35 hrs/week

CFRU is seeking a skilled media professional with enthusiasm about campus and community radio. You will work with the staff to create a dynamic and exciting volunteer culture while finding new opportunities to generate revenue and build listenership, as well as maintain unique and progressive programming. Through your passion and team spirit you will help to make CFRU one of the top radio stations in the country, and one of the coolest places to be in Canada's coolest city!

Since 1980, CFRU 93.3FM is a volunteer driven student and community radio station, committed to broadcasting high quality, innovative, and entertaining music and spoken word programming which serves as a distinct alternative to other available radio services. Studios and offices located on the campus of the University of Guelph, Guelph, Ontario. CFRU is licensed under the regulations of the CRTC, and currently broadcasts at 250 watts.

**Reports to:** Board of Directors

**Supervises:** CFRU's 5 CUPE Local 1281 Staff

### **Duties of Leadership**

#### **Primary:**

Responsible to Board of Directors for overall operations of CFRU.

- Report at least monthly to the Board on all operational issues.
- Complies with the values and goals of CFRU as contained in its vision and mission statement.
- Participates in long term planning of CFRU in conjunction with the Board.

Ensures that CFRU complies with all applicable statutes, rules or regulations of any federal, provincial, or other legislative body.

- Circulate pertinent CRTC public notices and decisions.
- CRTC license renewal & preparation.
- Review station fault reports, develops plans to manage and mitigate such issues.

Complies with all By-laws of CFRU Radio Gryphon.

With respect to the treatment of paid and volunteer staff, the Station Manager shall ensure conditions that are fair, dignified, and lawful.

- Ensure that practices are in accordance with current human resources policies of CFRU, the collective agreement with CUPE 1281, and current labour human rights and health and safety legislation.
- Works closely with managers and coordinators to develop innovation, best practice, and assess service quality.

### **Finance:**

The Station Manager, in conjunction with the Treasurer and Finance Committee, shall operate CFRU in a prudent fiscal manner, and within the budget approved by the Board.

Accordingly, the Station Manager, in conjunction with the Treasurer and Finance Committee shall:

- a) Ensure that financial information is prepared in accordance with generally accepted accounting principles.
- b) Ensure that controls over revenue, disbursements, the accounting records, and the financial information are satisfactory to the Board appointed auditors.
- c) Maintain the general ledger of accounts, posting new transactions.
- d) Prepare and present regular financial reports.
- e) Prepare monthly financial statement for the Board review or as required.
- f) Works with the Finance Committee to create monthly budget projections.
- g) Ensure accurate and timely payroll is processed, along with all required deductions and remittances.

### **Revenue Generation:**

Responsible for the planning, implementation, and review of all revenue generating activities.

- Working with other staff and coordinators to implement PSA/advertising, fundraising, and other means of revenue generation to meet the budgeted goals set by the Board of Directors.

### **Duties of Volunteer Co-Ordination:**

The Station Manager shall:

- Nurture a volunteer culture that optimizes the use of volunteers, where appropriate, in the daily operations and achieving the mission of CFRU.
- Ensure that a broad range of volunteers is welcomed.

### **Qualifications**

- Not-for-profit and Community Radio experience an asset
- Radio/Journalism/Media management experience
- Comprehension of Contemporary Technologies and Business Models
- HR management expertise
- Strong financial and grant writing experience
- Programming design and schedule experience

“CFRU welcomes the contributions that individuals from marginalized communities

bring to our organization, and invites aboriginal people, people of colour, two-spirited, queer people, trans people, working-class people, single parents, members of racialized groups, immigrants and people with disabilities to apply.”

Salary: \$30,000-\$35,000/year plus extended benefits

For more information regarding the position, please contact the email listed below.

Please apply online to [committee-hiring@cfpu.ca](mailto:committee-hiring@cfpu.ca) with a resume and cover letter by **March 15, 2014** at 4pm. Only qualified applicants will be contacted.

For more information, visit [www.cfpu.ca](http://www.cfpu.ca).