

## CFRU Radio Gryphon

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

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.

**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 of 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 & 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 practices 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  
Prepare and present regular financial reports.
- d) Prepare monthly financial statement for the Board review or as required.- Works with the Finance Committee to create monthly budget projections
- e) 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, coordinators to implement PSA/ advertising, fundraising and other means of revenue generation to meets 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.

### **Standard Duties & Responsibilities:**

- Create/foster a climate within CFRU that encourages volunteer involvement in all aspects of the station
- Ensure that as far as possible all volunteers have a positive and rewarding community radio experience at CFRU.
- Develop opportunities for volunteers in all areas of station operation with staff members (task lists)
- Act as a liaison between the staff/volunteers and the CFRU Board of Directors
- Assist the CFRU Board of Directors in completing their tasks and duties
- Maintain the financial records for CFRU Radio-Gryphon
- Actively be involved in both national and local advertisings, in coordination with the Outreach Coordinator, and setting of advertising rates and conditions
- Schedule advertisements and ensure that they are aired; in coordination with Program Coordinator and Community Outreach Coordinator
- Collect on overdue accounts with the Treasurer, including advertising accounts
- Produce and review monthly year-to-date budget statements including a balance statement in conjunction with the Treasurer
- In consultation with the CFRU Board of Directors Finance Committee develop, implement and monitor operating and capital budgets

- Prepare for and coordinate the annual audit in conjunction with the Treasurer
- Capital planning for major and minor projects
- Coordinate purchase orders (e.g. office supplies, equipment, promotional material)
- Assist in the development and annual review of the CFRU Radio Gryphon business plan
- Liaison with advertisers and donors in cooperation with the Community Outreach Coordinator
- Overall supervision of all aspects of CFRU funding drives
- Overall supervision of the license renewal application preparation
- Undertake long-term fiscal planning and maintain financial contracts and documents (e.g. advertising)
- Grant writing with assistance from the Community Outreach Coordinator and members of the CFRU Board of Directors
- Administer all CFRU insurance policies
- Administer Payroll and health benefits for all CFRU paid staff
- Vacation/travel leave authorization and administration
- Staff discipline following CFRU guidelines
- Schedule appropriate development courses for all staff
- Communicate with and maintain documents required by regulatory and monitoring bodies including SOCAN, the CRTC, and other government departments
- Pay CFRU membership fees (e.g. NCRA)
- Maintain CFRU membership contact list, donor list, volunteer contact information (in coordination with Volunteer Coordinator) and security list
- Maintain list of campus and local community organizations for communication purposes
- Management of CFRU ListServes, e-mail accounts and website using appropriately trained staff/volunteers/outside contractors
- Book rooms for meetings and events
- Coordination of off-air aspects of remote and special broadcasts
- Development of station policies with support of the station staff and CFRU Board of Directors
- Development of station policy for operational emergencies with appropriate contacts
- Facilitation of staff meetings
- Participate in various Station Committees providing assistance to staff members when necessary and executive decision making when required.
- Maintain broadcasting 24 hours a day with assistance from operations coordinator
- Attendance at board meetings on a regular basis
- Chair CFRU Hiring Committee & Training of new/replacement staff
- Other duties as required for operation of the station including assisting volunteers in general tasks and coordinate the coverage of essential duties for planned staff absences.

“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.

Please apply online to [committee-hiring@cfpu.ca](mailto:committee-hiring@cfpu.ca) with a resume and cover letter. By **Thursday August 26** at 4pm. Only qualified applicants will be contacted.