

## **KBUT EXECUTIVE DIRECTOR JOB DESCRIPTION**

KBUT Community Radio that broadcasts throughout Gunnison County, Colorado. KBUT also streams programming worldwide and maintains a comprehensive website. The station is licensed to Crested Butte Mountain Educational Radio, Inc., a nonprofit, volunteer-based community radio station with a current paid staff of 7 employees. KBUT has two transmitters and a translator and offers an eclectic mix of music, news and information.

**Mission: KBUT Community Radio exists to enrich and unify the Gunnison Valley by providing information and entertainment, fostering community engagement, and serving as a channel for community-building.**

### **Nature of Work and Overall Responsibilities:**

The Executive Director serves as the business manager for the station. The ED manages day-to-day operations, human resources and programming; leads staff and volunteers; establishes and implements organizational goals, policies and operating procedures; oversees operational and technical systems; develops and implements strategies for generating revenue and ensures sufficient funds for station operations; creates and tracks the operating budget; represents the station to the community, oversees community outreach, membership development and marketing activities. The Executive Director also hires and supervises station personnel; oversees fundraising activities and ensures compliance with Corporation for Public Broadcasting (CPB) and Federal Communications Commission (FCC) rules, regulations and other applicable laws and professional standards. The Executive Director reports directly to the KBUT Board of Directors.

### **Duties:**

- Oversee the day-to-day operations of the station and facility
- Supervise all employees. While some employees report to a more immediate supervisor, the ED supervises everyone.
- Develop the annual operating budget, maintain budget records, track ongoing revenue and expenses in relation to the budget and explain variances. Provide financial reports to the Board of Directors and ensure adequate funds for station operations.
- Ensure timely payment of all bills, working closely with the bookkeeper.
- Coordinate and manage the annual audit process.
- Complete the three-phases of the station's annual federal grant application on time and to ensure timely receipt of federal grant revenue.
- Submit the annual financial report to the CPB.
- Track, monitor, review and edit grant applications in coordination with development personnel.
- Manage all aspects of human resources and personnel, including but not limited to: employee performance reviews and feedback, wage and insurance administration, training, workload distribution, work assignments and workflow.

- Establish and implement organizational goals, objectives, policies and operational procedures.
- Facilitate regular, bi-monthly Board of Directors meetings and special Board meetings, prepare bi-monthly reports, respond to Board requests and collaborate with the Board on policy development and strategic planning.
- Work closely with Operations and Content Director, overseeing program and local news efforts.
- Ensure adequate equipment, IT and engineering to support broadcasting and office operations.
- Develop activities in support of major donor development, grant acquisition, membership development, community outreach and other fundraising efforts.
- Interact with local businesses, non-profit organizations, and local government agencies and institutions to build collaborative relationships and engage with the community.
- Ensure compliance with FCC regulations and standards applicable to public/community radio.
- Ensure compliance with the State of Colorado regarding non-profit standing, Bingo and Raffle licensure and reporting.

**Knowledge, Skills, and Abilities:**

Proven leadership, management and communication skills  
 Human Resources Management and supervisory skills  
 Demonstrated skills in fiscal management and development  
 Math and financial reporting analysis skills  
 Ongoing familiarity with FCC rules and regulatory requirements  
 Knowledge of radio technology  
 Understanding of radio broadcasting operations  
 Grant writing experience  
 Previous experience with non-profit fundraising activities  
 Ability to develop short and long term vision for station to continually improve service to listeners and the local community  
 Strong computer skills and experience with QuickBooks.  
 Ability to work with a large, diverse group of community based volunteers

**Preferred Experience:**

Previous experience in a leadership role with a non-profit organization and/or a community or public radio station.  
 Ability to evaluate community needs and tastes for station development and planning.

**Compensation:** Starting salary \$45,000 – \$55,000 DOE, health insurance, paid vacation and twelve (12) paid holidays per year.  
 Report to: KBUT Board of Directors  
 Status: Full-time, exempt position