



POSITION: NSPR General Manager

Full-Time / Benefited / Salaried / Non-Exempt

RECRUITMENT ID: 572

LOCATION: North State Public Radio, KCHO – Chico / KFRP – Redding

COMPENSATION: \$55,000 - \$80,000, DOE

ESSENTIAL JOB FUNCTIONS: This position provides leadership for North State Public Radio (NSPR) and is responsible for the administration and supervision of all activities of the public radio station. This position is expected to support the vision, mission, and strategic plans of the station and the university, ensure compliance with public radio and Federal Communications Commission (FCC) standards, and guidelines and work collaboratively with station staff to ensure that NSPR is a strong and sustainable public radio voice in service to Northern California.

NSPR is a service of California State University, Chico and serves the Northern California region including the North Sacramento Valley and portions of the Coastal, Sierra and Cascade Mountain Ranges. NSPR transmits from KCHO 91.7 in Chico and KFRP 88.9 in Redding, from 8 remote FM Translators, and on the web at myspr.org. The station receives management oversight from the Office of University Public Engagement (UPE) within the Division of University Advancement. The FCC licenses and fiduciary responsibility are held by the CSU, Chico Research Foundation, a non-profit service provider to Chico State.

Leadership and Management

- Lead and manage a full and part-time staff, independent contractors, and volunteers in a common goal to provide great public radio.
- Lead the station in planning, implementing, and providing oversight to the office operations including effective administrative support, budget management, grants management, contract management, and personnel management, evaluation and development.
- Serve in the capacity of Chief Operations Officer for the station as required by FCC and ensure that public records are adequately maintained, up-to-date, and available to the public upon request.
- Responsible for budget development and management.
- Responsible for Corporation for Public Broadcasting grant management.
- Understand and support the journalistic and ethical standards of NPR and maintain an appropriate firewall between Station and University Administration and NSPR News Department.
- Ensure that the radio station facility and equipment, including studios, offices, computers, software, transmitter, telecommunications, networks, and any other materials or items needed to effectively broadcast daily programming on a 24-hour basis are operating and maintained and repaired in a timely manner.
- Commitment to and record of effectiveness with managing and developing diversity in staff and board.

Strategic Planning and Vision:

- Develop, communicate, and implement the vision, mission and values for NSPR and align those with the mission and vision of the University and the North State Initiative to serve the region.
- Work collaboratively with the Director of University Public Engagement to set direction, establish goals, and execute strategic plan for the station.

DISCLOSURE OF CAMPUS CRIME STATISTICS

An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: <http://www.csuchico.edu/up>.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The CSU, Chico Research Foundation is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Research Foundation's policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.

- Understand the dynamics, issues and trends in public media and will develop plans for NSPR sustainable growth.
- Develop and support implementation of strategic plan to maintain and grow the broadcast and technical infrastructure of NSPR including digital media.
- An understanding and expertise in networking and benchmarking with other organizations to increase NSPR's effectiveness.
- Report and/or present regular and quarterly plans and accomplishments of the station to UPE Director and the CSU, Chico Research Foundation Board, which serves as the public board and FCC license holder for NSPR.

Fundraising, Audience Development and Community Relationships

- Develop NSPR culture and organizational staff to grow fundraising capacity
- Develop and implement strategic long term planning to increase membership, underwriting, and planned giving.
- Develop new and creative philanthropic opportunities to engage audience and members.
- Participate in development calls.
- Seek grants and other development opportunities for station.
- Knowledge of population demographics and media consumption trends of Northern California market.
- Oversee marketing and communications with goal to grow audience and sustained membership.
- Plan for and facilitate the future creation of the NSPR Advisory board.
- Facilitate community engagement and collaboration, and develop partnerships with individuals and organizations.

EMPLOYMENT STANDARDS:

Knowledge

- Thorough knowledge of broadcast production techniques and equipment.
- Federal Communication Commission (FCC) rules and regulations.
- National Public Radio (NPR) Code of Journalistic Ethics.
- Corporation for Public Broadcasting grant requirements and responsibilities.
- Principles and processes for providing customer service, including customer needs assessment, defining quality service standards, and evaluation of customer satisfaction.
- Fluent in the use of standard office equipment (computers, copiers, phones) and standard office software packages such as, Microsoft Office (Word, Excel, and Outlook) and ability to use a broad range of technology systems and software.

Skills

- Strong written and verbal.
- Strong research and analytic.
- Strong organizational skills to independently manage and coordinate all facets of radio operations.
- Strong interpersonal skills with the ability to build and maintain work relationships with staff, administration and community.

Abilities

- Communication effectively including speaking, writing and social media.
- Work in a productive, organized, and efficient manner within a larger public academic institution recognizing the politics and bureaucracy that entails.
- Be an effective spokesperson for the organization and its journalism and community service focused mission.
- Understand operating procedures and underlying technology in order to use and troubleshoot equipment and systems.
- Provide lead work and project direction to staff.
- Maintain self-control, remain calm and composed under pressure.
- Take direction and work in a mutually supportive team environment.

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- Be open to change, adapt, and promote organizational goals.
- Identify local and regional issues of interest and tastes of the programming audience.

EDUCATION AND EXPERIENCE: A Bachelor’s degree and 8 years of experience in similar public radio administrative position(s) is required. The preferred candidate would have a degree in Communication, Journalism, or Public Administration and preferred experience as General Manager or senior administrator of a public radio, NPR affiliate station.

ADDITIONAL REQUIREMENTS:

- The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Candidate will be required to have a successful Live Scan clearance (fingerprint criminal records check).
- A valid California Driver’s License must be maintained throughout employment in this position, participation in the DMV Employer Pull Notice Program (driving record) as well as successful completion and continued compliance with CSU Defensive Driving Course

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- CSU, Chico Research Foundation application
- Cover letter
- Resume
- Three professional references

APPLICATION DEADLINE: Application deadline is February 15, 2018. Applications can be submitted:

BY MAIL:

CSU, Chico Research Foundation
 CSU, Chico, Building 25
 Chico, CA 95928-5388

IN PERSON:

CSU, Chico Research Foundation
 25 Main Street, 2nd Floor suite 206
 Chico, CA

BY EMAIL:

rfhrjobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

BY PHONE: (530) 898-6811 or **VISIT OUR WEBSITE:** <http://www.csuchico.edu/rfdn/>

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

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