

CJSR, Edmonton's Campus/Community Radio Station, seeks a Station Manager / Executive Director.

The SM/ED is ensures that the operations of the organization satisfy the mission of CJSR, which is to enlighten and entertain the audience through high quality and diverse programming that constantly challenges the status quo while fostering a positive learning, volunteering and working environment. They are responsible for establishing and executing major goals and objectives for the organization with a problem solving and solutions focus. The SM/ED implements policies established by the board of directors of the First Alberta Campus Radio Association and provides leadership in managing the smooth day-to-day operation of the organization. The SM/ED analyzes and evaluates the effectiveness of all organization operations to develop and maintain sound organizational structure and effective personnel. The SM/ED Coordinates major activities through subordinates (staff & volunteer) and appraises assigned personnel. They also ensure the organization is properly represented to regulatory bodies, other agencies, the general public, donors, funding bodies, supporters, community and campus organizations.

Education:

- Holds a university degree or college diploma in Business (Commerce), Arts Administration or Fundraising/PR from a recognized educational institution.
- Candidates holding a relevant degree or diploma combined with relevant managerial and employment experience may also be considered for the role.

Knowledge & Skills:

- Budgetary knowledge and control
- Strong business acumen
- Familiarity with Simply Accounting
- Proficiency with a computerized environment, including Word, Excel and familiarity with databases (including web based)
- Familiarity with a post secondary environment
- Excellent communications skills, verbal, and written
- Demonstrated strong leadership and management skills
- Ability to motivate others (staff and volunteers) behind a common purpose
- Ability to work effectively, cooperatively, and diplomatically with volunteers, staff, committees and the public
- Exceptional interpersonal and organizational skills
- Ability to negotiate business contracts
- Fundraising and grant writing skills (preferred)
- Expertise in management, volunteer management, and business operations
- Demonstrated strong initiative, idea generation, development and implementation of proposals for improved operations, services and revenue

generation

- Demonstrated strong creative problem solving skills
- Strong coaching/mentoring approach
- Demonstrated flexibility and adaptability in the work place
- Ability to give constructive feedback while motivating volunteers
- Ability to positively influence the workplace and colleagues
- Excellent time-management skills and superior ability to handle many changing and concurrent responsibilities/duties
- Demonstrated organizational skills
- Conflict-resolution skills
- Public Relations or Communications experience (preferred)
- A valid drivers license

Experience:

- A minimum of 5 years of demonstrated success in management role, including supervision and motivation of employees
- Previous experience managing in a non-profit, volunteer based, charitable organization is preferred.
- Radio (Community) experience or previous broadcasting experience is an asset but not required experience for this administrative management position.

The Station Manager/Executive Director reports to the Board of Directors, First Alberta Campus Radio Association (FACRA). The SM/ED supervises administrative (Executive) staff of the association and volunteers engaged in activities under the scope of the position. Number of direct reports could vary depending on organization need and resources available. Currently direct reports include the Music Director, Production Coordinator, and News Coordinator. The SM/ED also works closely to support volunteers in a variety of Committee Chair roles at the station including Programming, Budget, IT, Community Relations (FunDrive), Policy, and HR.

The incumbent may be required to work before or after regular office hours or overtime during heavy work periods. The occasional training meeting may be conducted outside of normal working hours. FACRA board meetings are held in the evening.

This management position is out of scope and 40 hours per week. The salary range is currently under review. This position is eligible for benefits.

Full job description can be viewed at www.cjsr.com. Only candidates selected for interview will be contacted.

Early application deadline is January 3, 2015.

Please apply with resume and CV (include references) to resumes@cjsr.com, Attn: HR

Chair, Hiring Committee

*Screening of candidates and interviews may commence prior to the early submission deadline for applications. Candidates chosen for interview may be asked to complete an exercise or work submission as part of the selection process. The selected candidate must successfully pass a police and security clearance for the position. **Posting will remain open until a suitable candidate is found.***