

**CHARLESTON'S
LOCAL,
INDEPENDENT,
COMMUNITY
RADIO STATION.**



Job Title: Station Manager

Location: Charleston, SC

Terms: Full-time

About Ohm Radio: **96.3 FM Ohm Radio** is Charleston's first community, commercial-free radio station. We have been on the air 24/7 Since August 1, 2015. Ohm Radio broadcasts music by local, independent, and legendary artists. We spread the good word about what local entrepreneurs, non-profits, and social groups are doing to enhance our community. We unite Charleston's diverse community of voices with original and creative programming. Our broadcast schedule is anchored by a roster of 20+ volunteer community DJs and a mix of public affairs programming and special projects.

About the Role: The Station Manager handles the day-to-day operations of Ohm Radio. This is a hands-on role that requires excellent communication skills. The Station Manager provides leadership and coordination for all aspects of station activity including fundraising, staff management, volunteer management, and government compliance. The station manager works closely with Ohm's Executive Director, organizational managers, and other Program Directors to create a collaborative work environment. The station manager also leads in developing and carrying out the station's long-term vision.

Administration:

- Lead station in strategic planning, collaborating with staff and community members to think creatively about the station's future
- Oversee station operations, responsible for station equipment, bills and memberships
- Maintain relationship with Corporation for Public Broadcasting and other public and private funders and collaborators, including regional public radio stations
- Collaborate with Ohm's financial staff:
 - Prepare an annual program plan and budget
 - Monitor budget, income and expenses
 - Ensure an annual audit is carried out
 - Track and complete required FCC and CPB reports
 - Ensure all station's licenses and fee payments remain current
 - Manage organization's financial accounts and track donations

Fundraising: