



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 to:
 - 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:

- Coordinate with Executive Director and board to:
 - Create and implement a fundraising plan to include a mix of public and private grants as well as listener donations
 - Pursue new funding opportunities
 - Ensure that grant requirements are fulfilled and reports are timely
 - Help to secure underwriters and assist with fundraising
 - Plan and execute fundraising events

Community Relations:

- Serve as the primary spokesperson for WOHM in media, public functions, and fundraising efforts
- Oversee communications and keep updated the website, online stream, social media, newsletter, etc.
- Facilitate and/or oversee meetings of WOHM's Community Advisory Board ● Manage social media accounts and send out bi-weekly newsletters using Mailchimp

General Responsibilities:

- Supervise WOHM staff including hiring/firing, onboarding, grievances, and regular staff check-ins
- Advocate for WOHM and articulate the station's mission locally and nationally
- Lead weekly staff meetings
- Coordinate with other Program Directors
- Ensure ongoing upkeep of equipment and technology in partnership with WOHM staff and programmer
- Ensure station maintains complete compliance with the Federal Communications Commission (FCC) rules for community radio stations
- Create original content and perform 2-3 live broadcasts a week
- Work closely with underwriters, show hosts, and local musicians
- Supervise and train college interns
- Edit and archive locally produced shows to ohmradio963.org
- Schedule weekly programming of local and syndicated radio shows

Qualifications:

The candidate should have at least two years of non-profit management or fundraising experience, and be an eager fast-learner with great organizational, interpersonal, and writing skills. Prioritization skills and an adaptive approach are important to success in this role. WOHM seeks an applicant who understands the role of community-based radio and arts institutions, who can work both independently and in teams, and who is ready to bring creativity to the position. Radio experience and an interest in this region are preferred. A Bachelor's Degree or equivalent is preferred as well as audio production experience.

Media Reform SC/Ohm Radio is an equal opportunity employer, and its employment policies and practices are applicable to all employees without regard to race, age, sex, color, sexual orientation, creed, gender, disability or national origin.

Salary:

The Station Manager is an in person, year-round, full time position located in Charleston, South Carolina with a salary range of \$40,000 - \$45,000.

[Click here to apply for the position](#)