



INFORMATION: PART-TIME STATION MANAGER

WRUU 107.5 FM, as a project of the Unitarian Universalist Church of Savannah (UUCS), will engage the services of a part-time **Station Manager**. This work will be executed by a service provider under written contract with the UUCS, and overseen by the Executive Task Force (ETF) of WRUU. The Station Manager will improve sustainability and growth of WRUU in three main ways:

- A. Fundraising:
 - a. Through underwriting, grants, events, and on-air annual and ongoing fundraising, procure a minimum of \$25,000 in funding by July 1, 2022 for continuity of the Station Manager position.
 - b. Maximize fundraising to continue and increase funding for station operations.
- B. Station Management:
 - a. Ensure station maintains complete compliance with the Federal Communication Commission (FCC) rules for community radio stations.
 - b. Ensure all station's licenses and fee payments remain current.
 - c. Monitor financial practices as performed by the UUCS financial staff and WRUU Executive Task Force ("ETF") to ensure best practices and the financial stability of the station.
 - d. Maintain clear and complete communications with the UUCS Board of Trustees, the UUCS financial staff, and the WRUU Executive Task Force.
 - e. Ensure Savannah Soundings Google Drive document storage is complete, up-to-date, organized, and user-friendly, and follows guidelines for ETF access to the drive as outlined in the WRUU Policies and Procedures Manual.
 - f. Perform industry-standard evaluation data collection and analysis for the grant and other purposes.
- C. Program Host Management:
 - a. Program host management and supervision will be provided by the Studio Manager and the Station Manager. The Studio Manager will be responsible for technical aspects of station operations and the Station Manager will be responsible for non-technical aspects of training and supervision.
 - b. The Studio Manager and Station Manager will be both first contacts for hosts. When hosts have technical problems in the studio, they will contact the Studio Manager. When hosts have attendance or other personnel problems, they will contact the Station Manager.
 - c. Provide regular follow-up with program hosts who have been approved for programming by the Program Team Committee.
 - d. Supervise all program hosts to ensure they are meeting their responsibilities, such as:
 - i. Doing their show live or having a recorded program available each week
 - ii. Making sure that pre-recorded talk shows are posted to the website each week
 - iii. Making sure that recorded talk shows are available in the appropriate location on the server.

On the dial at [WRUU-LP 107.5 FM](#) or Streaming Worldwide at www.wruu.org

Physical Address: 307 E Harris Street, Savannah GA 31401, or Mailing Address: 311 E Harris Street

- e. Apply quality assurance measures to assure compliance of program hosts with the WRUU Savannah Soundings Program Manual.
- D. The Station Manager will serve as an Ex-Officio member of the WRUU Executive Task Force and is expected to attend monthly meetings.

This list of responsibilities is subject to change.

Minimum Qualifications: The incumbent must have ability and judgment to act independently in this contractor position, with safe, legal, and sound results, and possess:

- Bachelor's Degree
- Quantifiable fundraising or sales experience and skills
- Personnel or volunteer supervision and management experience
- Excellent written and verbal communications
- Productive and supportive problem-solving skills

Preferred Qualifications:

- Non-commercial radio experience
- A working knowledge of FCC compliance
- Basic understanding of non-profit bookkeeping practices

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5/11/21