



Job Posting: KFFR 88.3FM - Program Director

Summary:

Fraser Valley Community Media, operating KFFR, is a community hub for Grand County, empowering people through broadcasting while supporting the local economy and the arts by partnering with local businesses, nonprofits and municipalities. It was founded in 2007, when the FCC opened a brief application window for full-power, noncommercial educational FM radio license operating. We were granted the license for KFFR, broadcasting at 10,000 watts. We received a second license in 2022, to broadcast at 89.1 FM at 9,900 watts.

The station serves Grand County, Colorado and is operated out of its studio in Fraser and Winter Park. While primarily a music station with 50 volunteer DJs, we are expanding our news coverage to include local information, county announcements, and community profiles of local leaders. We are funded through underwriting, local and national grants, and membership.

This is a unique opportunity to work with a fast-growing community radio station with strong local support. Ideal candidates are able to foster great shows hosted by volunteer DJs, are excellent communicators, and are community-minded problem solvers. The position is based in beautiful Fraser, Colorado just west of Denver, incredible nature, skiing, biking, hiking, outdoors and activities with only ~16K permanent residents but ~30K part time residents and millions of visitors every year creating a very dynamic environment for community radio.

Position:

KFFR seeks a dynamic and creative Program Director to oversee the overall sound of the station, and provide editorial leadership, planning, supervision, recruitment and management of programming volunteers. The Program Director will develop content to ensure the station fulfills its commitment to diverse programming, education, and community service. This position is responsible for the design, integrity and success of KFFR's program content, program schedule, programming volunteers, and local content creation. The ideal candidate will engage with ongoing community forums and important live events and music that we host, as well as live remotes all over the county - where KFFR is becoming a hub of the county and region. The Program Director serves as the primary point of contact for all programming on KFFR, and reports to the Executive Director.

Hours, Compensation and Benefits (Full Time)

- \$45,000 - \$50,000 Base Salary commensurate with experience.
- Occasional evenings and weekends for fundraising and community outreach are required.
- Regional travel will be required with mileage reimbursement.
- This position comes with a flexible PTO policy, a season pass to Winter Park Resort or wellness activity of equal value, and the potential for health benefits after one year of employment.
- This full-time position is based at KFFR Studios in Fraser, Colorado.

Qualifications

Required Education:

- Bachelors' degree in management, journalism, marketing, audio engineering or broadcasting preferred.

Required Experience:

- 1 to 3 years in programming and operations for a public or commercial radio station.
- At least 1 year of responsibility in management and leadership.
- Strong verbal and written communication skills and on-air expertise.
- Exceptional organization skills with attention to detail.
- High proficiency in google and adobe suites.
- Experience developing and editing multimedia, photos, graphics, audio and video.
- Demonstrated experience with and coordinating volunteers.
- Proficiency with digital editing, studio production, and automation software.

Preferred Experience:

- Bilingual Spanish and English
- Proven ability to grow listenership.
- Demonstrated audience analysis skills.
- Proficiency working with computers; traffic systems and automation software; database, spreadsheet, word processing and other software programs.
- Grant writing and reporting.
- Wordpress Content Management System
- Little Green Light CRM Database
- Familiarity with a SAS soundboard, Midas 32 soundboard, Nautel transmitters, Comrex encoders and decoders, and studio transmitter links.

Essential Functions:

- Responsible for development, implementation and oversight of all local and regional broadcast and digital content.
- Recruits, supervises, trains and manages volunteers by developing and implementing programming and production training programs, providing direction, coaching, and on-going feedback including regular airchecks.
- Attends meetings of the Community Advisory Board.
- Assures reliable station operations including: management of station automation system; remote broadcasts; production of on-air program logs and playlists; monitors and ensures all audio files for program content, news material and promos are in order.
- Schedules and coordinates with on-air hosts to ensure proper coverage 24/7/365.
- Serves as back-up programmer or board operator if needed.
- Provides technical assistance for programming systems.
- Maintains adherence to station policies and FCC rules and regulations related to programming.
- Coordinates with the Executive Director to achieve membership, underwriting and fundraising goals.
- Represents Fraser Valley Community Media in a collegial and professional manner.
- Other duties as assigned.

Physical and Mental Demands/Working Environment:

- Stand or sit for extended periods of time
- Work on a computer for more than 7 hours a day
- Must be able to respond rapidly in emergency situations
- Must have organization, time management, communication and interpersonal skills

Knowledge, Skills and Abilities:

- Understanding of public radio programming best practices and principles.
- On-air radio hosting and board operations experience.

- Enthusiasm for the critical role of public media in a rapidly changing journalism environment.
- Excellent communication skills including speaking, listening, writing and presentation.
- Quick problem solver and ability to coach on-air hosts.
- Ensure compliance with local, state and FCC Rules and Regulations related to programming activities.
- Detail-oriented, highly organized, and accurate.
- Well-developed knowledge in website content management.
- Effective public radio announcing.

Cultural Respect and Inclusion

- Actively demonstrate and advocate for KFFR's core value of Diversity by modeling and ensuring inclusion and cultural competency (respect, inclusiveness, reflecting, valuing and welcoming of cultural differences) regardless of age, color, disability, gender, gender identity or expression, social class, marital status, national origin, race, ethnicity, religion, sexual orientation, veteran's status, nationality, age, origin, first language, geographic location, communication style or work style or status
- Must demonstrate an active concern for meeting the needs of volunteers.

Don't meet every single requirement? FVCM is committed to building a diverse, inclusive, equitable and authentic workplace. If you're excited about this role, but your past experience doesn't perfectly align with every qualification in the job posting, we encourage you to apply anyway. You may be the right candidate!

Applicant Instructions:

1. Submit Resume to ryan@kffr.org
2. Submit cover letter (maximum 2-page)
 - a. Tell us how you meet the minimum qualifications
 - b. Your vision for programming a volunteer-based community radio station in the Rocky Mountains of Colorado.
 - c. What you know about KFFR, and why you would be a good fit for this organization.
3. Include four (4) references with current contact information

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