



**Job Title:** General Manager  
**Employer:** KRBX Radio Boise; Boise, Idaho  
**FLSA Job Status:** Exempt (FTE)  
**Compensation:** \$55,000 - 60,000 annual salary, DOE / Health Insurance 90%  
**Reports to:** Board of Directors

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### **Radio Boise Mission and History**

Radio Boise is a non-profit community radio station committed to providing a platform for alternative voices and perspectives in Boise and beyond. The station's goal is to make sure we're filling a unique niche in music and local-interest programming that is refreshing, engaging, and helps expand our listeners' viewpoints. Founded as a nonprofit in 2002 and broadcasting over the airwaves since 2011, Radio Boise is powered by hundreds of committed volunteers, programmers, and supporters.

### **General Manager**

The Radio Boise General Manager (GM) oversees all day-to-day operations, strategic planning, financial and administrative activities, including staff management, and volunteer coordination. The GM also collaborates on organizational governance with the Radio Boise Board of Directors (Board). The GM promotes and fosters a culture of collaboration and inclusivity within the organization and our community.

The GM is responsible and accountable to the board for setting and implementing policies consistent with the organization's principles. The GM is also the main representative for the station, and is responsible for communicating the station's mission, principles, and goals to all participants in the Radio Boise community.

### **Responsibilities**

#### **Managing Staff and Personnel**

- Develop job descriptions, hire, and onboard staff and contractors.
- Supervise and evaluate staff with support of the program director for employees with programming-related responsibilities.
- Help develop staff-specific annual work plans and provide support required to meet goals.
- Contribute to the development and implementation of personnel policies, ensure adherence, and manage relevant policies and handbooks.
- Provide conflict resolution support as directed by personnel and volunteer policies.



## Volunteers

- Oversee financial and administrative resources to ensure recruitment and training for volunteers.
- Promote a culture of inclusivity and excellence in regard to Radio Boise’s volunteer engagement, support staff with organization of volunteer meetings, and help connect volunteers with appropriate roles.
- Ensure volunteer compliance with station policies.

## Board of Directors

- Actively serves and contributes to the function of all Board committees including Executive Committee, Board Governance, Internal Affairs, and External Affairs, and reports at regular Board meetings and retreats.
- Steer’s discussions of the organization’s annual budget with the Board and provides day-to-day oversight of expenses and income in partnership with Radio Boise Controller.

## Strategic Initiatives

- Develop an annual strategy and work plan.
- Work with staff and relevant stakeholders to maintain and expand station listenership.
- Initiate and pursue short and long-term goals and strategies with particular emphasis on outreach, fundraising, programming, and the involvement of the community in the pursuit of these goals.

## Fundraising

- Oversee all fundraising activities, including events, with support of the Board External Affairs Committee, staff, and the Events, Marketing and Outreach team (EMO).
- Further all grant writing, as well as prompt reporting on grant projects to funders.
- Develop major gift cultivation and outreach efforts, effective management of donor relationships and retention, including data collection and maintenance.
- Oversee management of station memberships, monthly donations, and premium distribution/acknowledgments with support of staff.
- Plan and coordinate annual pledge drives with support of staff.
- Oversee the design and procurement of promotional materials including pledge drive premiums, print ads, station logos, and letterhead.
- Work with Underwriting Manager to support underwriting operations, including growth of local business relationships and outreach.



## Programming

- Coordinate with Program Director to ensure on-air programming adheres to and is consistent with the mission of the station.
- Serve as emergency contact for technical issues with other designated staff and volunteers.

## Operations

- Ensure adequate organizational resources and provide oversight for day-to-day technical operations.
- Coordinate with Operations Manager to oversee the process of ensuring compliance with all legal requirements related to FCC regulations, nonprofit governance, and human resources.
- Negotiate and prepare all station contracts and agreements, and present for approval of the Board.

## Communication and Media

- Work with staff and board to initiate and promote public relations and outreach efforts.
- Represent KRBX at events such as public meetings, conferences, and conventions.

## Desired Skills and Abilities

- Excellent organizational skills and ability to handle multiple tasks and roles patiently and professionally.
- Ability to communicate effectively with multiple audiences ranging from Radio Boise Staff, volunteers, and artists.
- Comfortable learning and implementing new technologies and equipment within an organizational setting, as well as instructing others.

## Application Instructions

Email cover letter, resume, and references to:  
[board@radioboise.org](mailto:board@radioboise.org)

Or mail hard copy to:

**Radio Boise Board of Directors, 1020 West Main Street, Suite 50, Boise, Idaho 83702**

Qualified applicants will receive an email confirming receipt of their materials.

**Radio Boise is committed to Equal Employment Opportunity. Applicants are considered for employment without regard to race, creed, color, religion, national origin, sex, age, disability, marital status, sexual orientation, gender identity or expression, status as a veteran or any other basis prohibited by local, state or federal laws.**