

May 15, 2020

Lewis C. Pulley
Assistant Chief, Investigations & Hearings Division Enforcement Bureau
Federal Communications Commission
Washington, DC 20554

Dear Mr. Pulley:

In response to your letter dated February 6, 2020, Metropolitan Indianapolis Public Media, Inc. (dba WFYI Public Media) respectfully presents the following information in accordance with the information requested as part of the random EEO audit of Facility ID 41397. Based upon the original response deadline, the original reports covered EEO public file reports 2018 and 2019. However, due to an approved extension of May 15, we have included data on 2020 which was uploaded to the FCC site on March 30 with an amended submission on April 28, 2020. These reports are included in **Exhibit A**. The most recent public file report can be accessed on main WFYI website (www.wfyi.org) at the following address: <https://www.wfyi.org/wfyi-publications>.

Exhibit B provides a comprehensive summary of each full-time hire listed on each report including the hire date, total number of interviewees for each vacancy, personnel involved in recruitment, and the referral source for each interviewee. For confidentiality purposes, the interviewee names have been redacted. However, this information is available upon request. Please note that for report period 2018, there is not detailed interview data due to insufficient electronic record keeping. However, a new Director of Human Resources was hired in February 2019 and has streamlined the hiring process to ensure adequate record-keeping moving forward as is demonstrated in the reports for 2019 and 2020. To accompany this information, you will find in **Exhibit C** copies of all advertisements for each posting as well as a talent acquisition report outlining activity process for each interviewee. Please note that the acquisition report took effect in Jan. 2019 with the hire of the current Director of Human Resources. WFYI's detailed job description is what serves as the posting announcement. Per organizational policy, each position is to be open at least 10 days. Copies of all notices are retained. WFYI does not broadcast open job postings on-air. Outside of the recruiting sources identified in these reports, there have been no organizations requesting notification of job openings.

WFYI Public Media currently employs 84 full-time employees. In a market comprised of more than 250,000 population; WFYI participates in at least four recruitment initiatives a year. **Exhibit D** demonstrates detail of the key recruiting initiatives including internship program, scholarship program, EEO Training as well as departmental effectiveness reviews.

In the current license term, WFYI has had three pending or resolved complaints alleging unlawful discrimination in the employment practices of the Unit. **Exhibit E** provides detail on these cases.

WFYI Public Media is a multi-tier organizational structure in which each level is responsible for implementing EEO policies. At the highest level, the Executive Leadership Team (President/CEO; Chief Financial Officer; Chief Content Officer, and Chief Development & Marketing Officer), in partnership with the Director of Human Resources, is responsible for developing effective EEO policies for the organization. WFYI has a standard procedure for the hiring process that involves multiple levels of the organization. **Exhibit F** depicts a standard recruitment flow chart for the organization. For recruiting, all job announcements/descriptions contain information regarding EEO Policies. Upon hire, all employees must sign off acknowledging receipt of the employee handbook. All employees (including new hires) are provided a hard copy of the 2020 strategic plan which gives information regarding diversity metrics and goals for the station on strategic recruiting initiatives. Although, we are coming upon planning phases for the next strategic plan, organizational excellence will continue to be an important driver. For example, in 2019, a cross-functional group of approximately 15 employees began work in a diversity and inclusion working group which has periodically reported out to the board and has also reported to staff about progress at periodic all staff meetings.

In an effort to continuously analyze our EEO program to ensure that it is effective, every year the station has done comparative salary surveying of all staff positions based on public media station comparables, charitable advisors central Indiana salary survey scoring, and surveys of like positions within the organization to better recruit and ensure pay equity for candidates. The 2020 Strategic plan goals aimed to increase racial diversity in the station were met in mid 2018. Although not specifically addressed as a problem from the analysis, the station is more actively engaging with activities such as unconscious bias training making it available to the whole staff with the expectation that these trainings will continue with disability awareness, and LGBTQIA+ training in 2020. We have also sought partnerships with like-minded organizations such as partners in housing, CICF, and tangram on getting additional resources or candidates for the station.

In addition to salary surveys as outlined above, WFYI Public Media regularly examines job descriptions within the organization and adjusts responsibilities, pay, and promotion based on merit to ensure there is not a discriminatory effect. In the past two years, every job description within WFYI has been reviewed and updated to ensure that it aligns with the current roles and responsibilities of the individual in that position and that the compensation is in line with comparative positions within the organization. Currently, no employees of WFYI are represented by a union.

WFYI is not a religious broadcaster therefore is not subject to religious qualification as described in section 73.208(a) of the rules.

As President and CEO of Metropolitan Indianapolis Public Media, Inc. and an officer of the licensee, I certify that the accuracy and completeness of the information presented in this response is correct to the best of my knowledge. If you have any questions or I can provide additional information around this request, you may contact me directly at gpetrowich@wfyi.org.

Sincerely,



Greg Petrowich
President and CEO

Attachments



EXHIBIT A

2018 Public File EEO Report

2019 Public File EEO Report

2020 Public File EEO Report



WFYI [METROPOLITAN INDIANAPOLIS PUBLIC BROADCASTING, Inc]
EEO PUBLIC FILE REPORT
Stations Comprising Station Employment Unit WFYI-TV and WFYI-FM
04/1/17 – 03/31/18

The purpose of this EEO Public File Report is to comply with Section 73.2080(c)(6) of the FCC's EEO Rule. This Report has been prepared on behalf of the Station Employment Unit that is comprised of the following stations: WFYI-TV and WFYI-FM, Indianapolis, IN. This Report is required to be placed in the public inspection files of these stations, and posted on their websites.

The information contained in this Report covers the time period beginning April 1, 2017 to and including March 31, 2018 (the "Applicable Period").

The FCC's 2002 EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the stations comprising the Station Employment Unit during the Applicable Period (Appendix 1, first column)
2. For each such vacancy, the recruitment sources utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(ii) of the new EEO Rule, which should be separately identified by name, address, contact person and telephone number (Appendix 1, second column).
3. The recruitment source that referred the person hired for each full-time vacancy during the Applicable Period (Appendix 1, third column).
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies (Appendix 2), and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(2) of the FCC rules (appendix 3).

Appendices 1, 2 and 3, which follow, have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under the column entitled "Full-time Positions for Which This Source Was Utilized" refer to the number of the full-time job positions listed on Appendix 1.

For purposes of this Report, a vacancy was deemed "filled" not when the offer was extended but when the person accepted the job offer. A person was deemed "interviewed" whether in person or over the telephone.

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APPENDIX 1. VACANCY LIST

See Appendix 2 for Master Recruitment Source List

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Accounting Specialist 1	4;7;24; 34; 42-45; 50-51; 56; 58; 62; 65; 72-74	61; no hire made
Digital Producer, Side Effects	4;7;24; 34; 44-45; 49-51; 56; 57; 62; 65; 66; 68-70; 72-74	45 (Staff referral)
Distribution and Impact Manager, Eva	4;7;24; 34; 44-45; 49-51; 56; 62; 65-66; 72-74	45 (Staff referral)
News Director	4;7;24; 34;44-45; 49-51; 56; 57; 62; 65; 66; 68-70; 72-74; 76	45 (Staff referral)
Health Reporter	4;7;24; 34;44-45; 49-51; 56; 57; 62; 65; 66; 68-70; 72-74	45 (Staff referral)
Community Engagement Health Specialist	4;7;24; 34; 44-45; 49-51; 56; 57; 62; 65; 66; 68-70; 72-74	45 (Board referral)
Accounting Specialist 1	4;7;24; 34; 44-45; 50-51; 56; 58; 62; 65; 72-74	No hire made
Major and Planned Giving Officer	4;7;24; 34; 44-45; 50-51; 56; 62; 64; 65; 71-74	65
Database Administrator	4;7;24; 34; 44-45; 50-51; 56; 62; 65; 72-74	45/65
Donor Engagement Coordinator	4; 7; 24; 34; 44-45; 50-51; 56; 62; 64; 65; 71-74	65
Chief Development Officer	4;7;24; 34; 44-45; 50-51; 56; 62; 64; 65; 71-74	45 (Staff/Board referral)
Accounting Specialist 1	4;7;24; 34; 44-45; 50-51; 56; 58; 62; 65; 72-74	65
Director, Engineering	4;7;24; 34; 44-45; 50-51; 56; 62; 65; 72-74	45/65
News Reporter/Anchor	4;7;24; 34; 44-45; 49-51; 56; 57; 62; 65; 66; 68-70; 72-74	65
Marketing Manager	4;7;24; 34; 44-45; 49-51; 56; 62; 65-66; 72-74	46
Distribution and Impact Manager, Eva	4;7;24; 34; 44-45; 49-51; 56; 62; 65-66; 72-74	58
Marketing Creative Specialist	4;7;24; 34; 44-45; 49-51; 56; 62; 65-66; 72-74	65
Director, Grants and Foundation Relations	4;7;24; 34; 44-45; 49-51; 56; 62; 65-66; 72-74	45 (Former staff referral)
Corporate Underwriting Marketing Coordinator	4;7;24; 34; 44-45; 49-51; 56; 62; 65-66; 72-74	65

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Events Manager	4;7;24; 34; 44-45; 49-51; 56; 62; 65-66; 72-74	65
Regional Journalism Center Health Reporter		46
Regional Journalism Center Business Reporter	4;7;24; 34; 44-45; 49-51; 56; 57; 62; 63; 65; 66; 68-70; 72-74	45

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APPENDIX 2. MASTER RECRUITMENT SOURCE LIST

Source Entitled to Vacancy Notification	No. of Interviewees Referred by RS over 12 month period	RS#	Organization & Address
No	0	1	AARP-SCEP – No Longer Available 317-244-8117 (fax) scwmarion@aol.com
No	0	2	Affiliate Center: Community Alliance of the Far Eastside Ann Marie Predovich 3724 N. Mitthoeffer Rd. Indianapolis, IN 46236 317-890-3288
No	0	3	ProductionHUB.com – No Longer Available Tara Withrow 801 W. Fairbanks Ave. Winter Park, FL 32789 classifieds@productionhub.com
Yes	0	4	Anderson University career@anderson.edu
No	0	5	Ball State University kdrunyon@bsu.edu Career Center – Lucida Bldg Muncie, IN 47306 765-285-2436
No	0	6	Ball State University Joe Misiewicz Dept of Telecommunications E.F. Ball Bldg Muncie, IN 47306 765-285-2446
Yes	0	7	Butler University 2835 N. Illinois St. Indianapolis, IN 46208 career@butler.edu
No	0	8	Career Development Network Michael Batten 1350 N. Pennsylvania St. Indianapolis, IN 46202 mbatten@damien.org

No	0	9	Center for Leadership Development Helen Baker Job Placement Services 3526 Washington Blvd Indianapolis, IN 46205 317-940-9653
No	0	10	Christamore House Olgen Williams 502 N. Tremont St. Indianapolis, IN 46222 317-635-7211
No	0	11	CICOA Senior Employment Access Liz Hightower 4755 Kingsway Dr. Indianapolis, IN 46205 317-803-6060
no	0	12	Citizens Multi Service Center CLOSED Florence Alexander 601 E. 17 th St. Indianapolis, IN 46202 317-926-2351
no	0	13	Concord Center Niki Girls 1310 S. Meridian St. Indianapolis, IN 46225 317-637-4376
No	0	14	Crooked Creek Multi-Service Center Helen Lands 2990 W. 71 st St. Indianapolis, IN 46268 317-293-2659
No	0	15	Depauw University www.depauw.edu/admin/career
No	0	16	Fathers and Families – No Longer Available Darryl Lewis 317-630-2463 (fax)
No	0	17	Flanner House William Sears 2424 Dr. Martin Luther King Dr. Indianapolis, IN 46208 317-925-4231
No	0	18	Forest Manor Multi Service Center – No Longer Available Regina Marsh 5603 East 38 th St. Indianapolis, IN 46218 317-545-1204
No	0	19	Hawthorne Social Service Association Diana Arnold 2440 W. Ohio St. Indianapolis, IN 46222 317-637-4312

No	0	20	Hispanic Center – Attn: Susan Haber – closed 617 E. North St. Indianapolis, IN 46204 317-636-6551
No	0	21	Hispanic Education Center Secretary 580 Stevens St. Indianapolis, IN 46203 317-634-5022
No	0	22	Indiana Association of Black Journalists James Patterson ATTN: Job Opportunities PO Box 441795 Indianapolis, IN 46244-1795 317-633-1240
No	0	23	Indiana Black Expo Faith Barrett 3145 N. Meridian St. Indianapolis, IN 46208 317-925-2702
Yes	0	24	Indiana Department of Workforce Development bbrown@dwd.state.in.us
No	0	25	ITT Technical Services Bill Kingery 9511 Angola Court Indianapolis, IN 46268 317-875-8640
No	0	26	Indiana Wesleyan University No Longer Available Life Calling & Leadership 4201 S. Washington St. Marion, IN 46953 765-677-2257
Yes	0	27	Indiana University Kelley School of Business Randall Powell Undergraduate Career Services 10 th Street & Fee Lane Bloomington, IN 47405 812-855-5317
No	0	28	Indianapolis Urban League Brian McDonald Employment Specialists 850 N. Meridian St. Indianapolis, IN 46202
No	0	29	John H. Boner Community Center James Taylor 2236 E. 10 th St. Indianapolis, IN 46203 317-633-8210

No	0	30	Marian College Dave Roberts Career Services Officer 3200 Cold Spring Rd. Indianapolis, IN 46222 317-955-6341
No	0	31	Martin University Pat Thomas Job Placement Office 2171 Avondale Place Indianapolis, IN 46218
No	0	32	Martin Luther King Multi-Service Center P. Diane Jackson 40 W. 40 th St. Indianapolis, IN 46208 317-923-4581
No	0	33	Mary Rigg Neighborhood Center Robert Burgbacher 1920 W. Morris St. Indianapolis, IN 46221 317-639-6106
Yes	0	34	I.U. Career Dev Ctr career@indiana.edu 625 N. Jordan Bloomington, IN
No	0	35	Southeast Multi-Service Center William Hubbs 901 S. Shelby St. Indianapolis, IN 46203 317-236-7400
No	0	36	Southwest Multi Service Center – closed Diana Arnold 5333 W. Washington St. Indianapolis, IN 46241 317-241-5588
No	0	37	Supportive Employment John Pavlack 964 Pennsylvania Ave. Indianapolis, IN 46208 317-554-5700
No	0	38	Training Inc. – No Longer Available Cindy Gosser cgosser@traininginc.org
No	0	39	Ten Point Coalition Minister Douglas Harriston Job Training Program 317-924-0733
no	0	40	University of Indianapolis Corey Wilson Career Services 1400 E. Hanna Ave. Indianapolis, IN 46227 317-788-3296

No	0	41	UMANNA Organization – No Longer Available Dominick Anyanwu 317-894-1557 (fax)
No	0	42	YMCA Lou Drexler 615 N. Alabama St. Indianapolis, IN 46204 317-266-9622
No	0	43	YWCA Christy Downton 4460 N. Guion Rd. Indianapolis, IN 46254 317-299-2750
Yes	23	44	WFYI Website
Yes	19	45	WFYI Employee / Board of Directors referral
Yes	5	46	WFYI Internal Candidate
Yes	0	47	INDIANAPOLIS STAR 307 N. Pennsylvania St. Indianapolis, IN 46204 317-444-4000
Yes	0	48	INDIANAPOLIS STAR WEBSITE CareerBuilder.com
Yes	0	49	Current 1612 K St. NW #704 Washington, DC 20006 202-463-7055
Yes	0	50	NUVO, alternative weekly newspaper NUVO Website
Yes	0	51	INET – State Website
Yes	0	52	PBS Website
Yes	0	53	Charitable Advisors Newsletter / Website
Yes	0	54	Center for Philanthropy Newsletter / Website
Yes	0	55	Non Profit News.com
Yes	0	56	CPB Jobline Website
Yes	0	57	Indiana Broadcasters Assn
No	8	58	Resumes on file from previous search
Yes	0	59	Craigslist.com
No	0	60	Monster.com
No	0	61	Temporary Service
No	0	62	Social Media Station Site
No	0	63	Head Hunters
No	0	64	Assn of Fundraising Professionals – Indiana
No	18	65	Indeed.com
No	0	66	Linked IN
No	0	67	Diversity.com
No	0	68	JournalismJobs.com
No	0	69	National Assn Black Journalists
No	0	71	Assn of Fundraising Professionals – National

No	0	72	Indiana State University Indstate.edu/career
No	0	73	IUPUI iupui.edu/career
No	0	74	WFYI Employee social media pages/postings
No	0	75	Simply Hired
No	0	76	PRINDI (Public Radio News Directors, Inc.)

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APPENDIX 3. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Internship Program	Offered internships to a diverse group of high school and college students. Internships are provided without compensation. Credit hours are given to interns in accordance with school policies. Applicants must submit resume and application in order to be considered for internship. A more formalized Expectations and Evaluation process were implemented. Through VP of Counseling Services at UIndy, have developed an Internship program for UIndy students. Our internship opportunities have expanded to include most departments within the station, and throughout the year, not just summer internships. 22 internships were provided to students throughout Indiana over the past 12 months.
2	Scholarship Program	Participated in IBA Scholarship Program by airing announcements of the scholarships on our air to surrounding area (WFYI FM 90.1), providing applications for students and interns. Applications are screened for qualifications and referred to the IBA with recommendations
3	EEO Training	Personnel Handbook, in its entirety, is in process of review/revision. Provide annual EEO and Ethical Business Conduct sessions for all staff members. Vice President of Organizational Relations has worked with leaders and staff on specific questions. Specific recruiting/hiring/goal setting/performance appraisals/documentation training has taken place as open positions have allowed this training. Additional staff team members are involved in all interview processes. Through WFYI's "Voices that Inspire" 2020 Strategic Planning process, a station-wide staff team is working on a Diversity initiative, with focus on our staff population continuing to reflect the diversity of our community.
4	Development Training	Organizational Excellence strategic initiative continues, focusing on development of leadership team members' individual and team skills. This training has also been delivered to our director level staff members and is currently under way with our manager level staff. Specific training has centered around concepts in Patrick Lencioni's "The 5 Dysfunctions of a Team" and "The Advantage" textbooks, with development of Core/Aspirational Values, Mission, Vision, and culmination of WFYI's "Voices that Inspire" 2020 Strategic Plan. Implementation of new software and new procedures have offered opportunity for specific staff

		<p>training. Specific training relative to individual's position is provided as needed. All position job descriptions were updated; more formalized annual goal setting (with quarterly reviews and formal six-month review) and annual performance appraisal processes have been implemented.</p>
5	Mentoring	<p>Mentoring opportunities were provided for leadership team, along with other specific mentoring offered in areas / positions as need arose. Senior staff and Director level staffs serve as mentors for newly hired staff to enhance product and industry knowledge, as well providing on-site leadership for day-to-day activities.</p>
6	Departmental Effectiveness Reviews	<p>Conducted qualitative / quantitative review of all operational areas, with a goal to increase efficiencies and review optimum organizational structure and staffing. Enhanced bench strength and succession planning are elements of the comprehensive review, which will provide opportunity for staff development and future recruiting needs / opportunities. This comprehensive work product served as an important input in WFYI's "Voices that Inspire" 2020 Strategic Plan. Mentoring opportunities were provided for leadership team, along with other specific mentoring offered in areas / positions as need arose. Senior staff and Director level staff serve as mentors for newly hired staff to enhance product and industry knowledge, as well as providing on-site leadership for day-to-day activities. Continuous Improvement is an initiative of WFYI's "Voices that Inspire" 2020 Strategic Plan, the goal of which is to continue reviewing our operations for efficiencies and qualitative enhancements.</p>

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This EEO Statement for WFYI is posted on bulletin boards where we have official postings, in the mail room.

Equal Employment Opportunity Policy

WFYI is an equal employment opportunity employer. It is the policy of WFYI to afford equal employment opportunity to all individuals regardless of race, color, religion, gender, national origin, age, disability, or covered veteran status.

WFYI will recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, gender, national origin, age, disability, or covered veteran status.

All personnel decisions and actions, such as compensation, benefits, transfers, layoffs, returns from layoff, and company-sponsored training, education, tuition assistance, and social and recreation programs, will be administered without regard to race, color, religion, gender, national origin, age, disability, or covered veteran status.

All employees of WFYI are expected to comply with the Policy Statement. Managers and supervisors are responsible for fulfilling the obligations set forth in the Policy Statement and for meeting any applicable affirmative action obligations, and their execution of this responsibility is considered in the evaluation of their job performance.

The Human Resources Section of WFYI is responsible for the successful implementation of the affirmative action programs, for monitoring the achievements and problem areas of such programs, and for periodically reporting to management on these matters. Employees are encouraged to communicate any questions or concerns to Human Resources or to the Vice President of Organizational Relations.

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The purpose of this EEO Public File Report is to comply with Section 73.2080(c)(6) of the FCC's EEO Rule. This Report has been prepared on behalf of the Station Employment Unit that is comprised of the following stations: WFYI-TV and WFYI-FM, Indianapolis, IN. This Report is required to be placed in the public inspection files of these stations, and posted on their websites.

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1. A list of all full-time vacancies filled by the stations comprising the Station Employment Unit during the Applicable Period (Appendix 1, first column)
2. For each such vacancy, the recruitment sources utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(ii) of the new EEO Rule, which should be separately identified by name, address, contact person and telephone number (Appendix 1, second column).
3. The recruitment source that referred the person hired for each full-time vacancy during the Applicable Period (Appendix 1, third column).
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies (Appendix 2), and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(2) of the FCC rules (appendix 3).

Appendices 1, 2 and 3, which follow, have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under the column entitled "Full-time Positions for Which This Source Was Utilized" refer to the number of the full-time job positions listed on Appendix 1.

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Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree

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No	0	3	ProductionHUB.com – No Longer Available Tara Withrow 801 W. Fairbanks Ave. Winter Park, FL 32789 classifieds@productionhub.com
Yes	0	4	Anderson University career@anderson.edu
No	0	5	Ball State University kdrunyon@bsu.edu Career Center – Lucida Bldg Muncie, IN 47306 765-285-2436
No	0	6	Ball State University Joe Misiewicz Dept of Telecommunications E.F. Ball Bldg Muncie, IN 47306 765-285-2446
Yes	0	7	Butler University 2835 N. Illinois St. Indianapolis, IN 46208 career@butler.edu
No	0	8	Career Development Network Michael Batten 1350 N. Pennsylvania St. Indianapolis, IN 46202 mbatten@damien.org

No	0	9	Center for Leadership Development Helen Baker Job Placement Services 3526 Washington Blvd Indianapolis, IN 46205 317-940-9653
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no	0	13	Concord Center Niki Girls 1310 S. Meridian St. Indianapolis, IN 46225 317-637-4376
No	0	14	Crooked Creek Multi-Service Center Helen Lands 2990 W. 71 st St. Indianapolis, IN 46268 317-293-2659
No	0	15	Depauw University www.depauw.edu/admin/career
No	0	16	Fathers and Families – No Longer Available Darryl Lewis 317-630-2463 (fax)
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Yes	0	27	Indiana University Kelley School of Business Randall Powell Undergraduate Career Services 10 th Street & Fee Lane Bloomington, IN 47405 812-855-5317
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No	0	38	Training Inc. – No Longer Available Cindy Gosser cgosser@traininginc.org
No	0	39	Ten Point Coalition Minister Douglas Harriston Job Training Program 317-924-0733
no	0	40	University of Indianapolis Corey Wilson Career Services 1400 E. Hanna Ave. Indianapolis, IN 46227 317-788-3296

No	0	41	UMANNA Organization – No Longer Available Dominick Anyanwu 317-894-1557 (fax)
No	0	42	YMCA Lou Drexler 615 N. Alabama St. Indianapolis, IN 46204 317-266-9622
No	0	43	YWCA Christy Downton 4460 N. Guion Rd. Indianapolis, IN 46254 317-299-2750
Yes	17	44	WFYI Website
Yes	12	45	WFYI Employee / Board of Directors referral
Yes	10	46	WFYI Internal Candidate
Yes	0	47	INDIANAPOLIS STAR 307 N. Pennsylvania St. Indianapolis, IN 46204 317-444-4000
Yes	0	48	INDIANAPOLIS STAR WEBSITE CareerBuilder.com
Yes	0	49	Current 1612 K St. NW #704 Washington, DC 20006 202-463-7055
Yes	0	50	NUVO, alternative weekly newspaper NUVO Website
Yes	0	51	INET – State Website
Yes	0	52	PBS Website
Yes	0	53	Charitable Advisors Newsletter / Website
Yes	0	54	Center for Philanthropy Newsletter / Website
Yes	0	55	Non Profit News.com
Yes	0	56	CPB Jobline Website
Yes	0	57	Indiana Broadcasters Assn
No	0	58	Resumes on file from previous search
Yes	0	59	Craigslist.com
No	0	60	Monster.com
No	0	61	Temporary Service
No	0	62	Social Media Station Site
No	0	63	Head Hunters
No	0	64	Assn of Fundraising Professionals – Indiana
No	40	65	Indeed.com
No	0	66	Linked IN
No	0	67	Diversity.com
No	0	68	JournalismJobs.com
No	0	69	National Assn Black Journalists
No	0	71	Assn of Fundraising Professionals – National

No	0	72	Indiana State University Indstate.edu/career
No	0	73	IUPUI Iupui.edu/career
No	0	74	WFYI Employee social media pages/postings
No	0	75	Simply Hired
No	0	76	PRINDI (Public Radio News Directors, Inc.)

WFYI [METROPOLITAN INDIANAPOLIS PUBLIC BROADCASTING, Inc]
EEO PUBLIC FILE REPORT
Stations Comprising Station Employment Unit WFYI-TV and WFYI-FM
04/1/17 – 03/31/18

APPENDIX 3. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Internship Program	Offered internships to a diverse group of high school and college students. Internships are provided without compensation. Credit hours are given to interns in accordance with school policies. Applicants must submit resume and application in order to be considered for internship. A more formalized Expectations and Evaluation process were implemented. Through VP of Counseling Services at UIndy, have developed an Internship program for UIndy students. Our internship opportunities have expanded to include most departments within the station, and throughout the year, not just summer internships. 22 internships were provided to students throughout Indiana over the past 12 months.
2	Scholarship Program	Participated in IBA Scholarship Program by airing announcements of the scholarships on our air to surrounding area (WFYI FM 90.1), providing applications for students and interns. Applications are screened for qualifications and referred to the IBA with recommendations
3	EEO Training	Personnel Handbook, in its entirety, is in process of review/revision. Provide annual EEO and Ethical Business Conduct sessions for all staff members. Vice President of Organizational Relations has worked with leaders and staff on specific questions. Specific recruiting/hiring/goal setting/performance appraisals/documentation training has taken place as open positions have allowed this training. Additional staff team members are involved in all interview processes. Through WFYI's "Voices that Inspire" 2020 Strategic Planning process, a station-wide staff team is working on a Diversity initiative, with focus on our staff population continuing to reflect the diversity of our community.
4	Development Training	Organizational Excellence strategic initiative continues, focusing on development of leadership team members' individual and team skills. This training has also been delivered to our director level staff members and is currently under way with our manager level staff. Specific training has centered around concepts in Patrick Lencioni's "The 5 Dysfunctions of a Team" and "The Advantage" textbooks, with development of Core/Aspirational Values, Mission, Vision, and culmination of WFYI's "Voices that Inspire" 2020 Strategic Plan. Implementation of new software and new procedures have offered opportunity for specific staff

		<p>training. Specific training relative to individual's position is provided as needed. All position job descriptions were updated; more formalized annual goal setting (with quarterly reviews and formal six-month review) and annual performance appraisal processes have been implemented.</p>
5	Mentoring	<p>Mentoring opportunities were provided for leadership team, along with other specific mentoring offered in areas / positions as need arose. Senior staff and Director level staffs serve as mentors for newly hired staff to enhance product and industry knowledge, as well providing on-site leadership for day-to-day activities.</p>
6	Departmental Effectiveness Reviews	<p>Conducted qualitative / quantitative review of all operational areas, with a goal to increase efficiencies and review optimum organizational structure and staffing. Enhanced bench strength and succession planning are elements of the comprehensive review, which will provide opportunity for staff development and future recruiting needs / opportunities. This comprehensive work product served as an important input in WFYI's "Voices that Inspire" 2020 Strategic Plan. Mentoring opportunities were provided for leadership team, along with other specific mentoring offered in areas / positions as need arose. Senior staff and Director level staff serve as mentors for newly hired staff to enhance product and industry knowledge, as well as providing on-site leadership for day-to-day activities. Continuous Improvement is an initiative of WFYI's "Voices that Inspire" 2020 Strategic Plan, the goal of which is to continue reviewing our operations for efficiencies and qualitative enhancements.</p>

WFYI [METROPOLITAN INDIANAPOLIS PUBLIC BROADCASTING, Inc]
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Stations Comprising Station Employment Unit WFYI-TV and WFYI-FM
04/1/17 – 03/31/18

This EEO Statement for WFYI is posted on bulletin boards where we have official postings, in the mail room.

Equal Employment Opportunity Policy

WFYI is an equal employment opportunity employer. It is the policy of WFYI to afford equal employment opportunity to all individuals regardless of race, color, religion, gender, national origin, age, disability, or covered veteran status.

WFYI will recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, gender, national origin, age, disability, or covered veteran status.

All personnel decisions and actions, such as compensation, benefits, transfers, layoffs, returns from layoff, and company-sponsored training, education, tuition assistance, and social and recreation programs, will be administered without regard to race, color, religion, gender, national origin, age, disability, or covered veteran status.

All employees of WFYI are expected to comply with the Policy Statement. Managers and supervisors are responsible for fulfilling the obligations set forth in the Policy Statement and for meeting any applicable affirmative action obligations, and their execution of this responsibility is considered in the evaluation of their job performance.

The Human Resources Section of WFYI is responsible for the successful implementation of the affirmative action programs, for monitoring the achievements and problem areas of such programs, and for periodically reporting to management on these matters. Employees are encouraged to communicate any questions or concerns to Human Resources or to the Vice President of Organizational Relations.

WFYI [METROPOLITAN INDIANAPOLIS PUBLIC MEDIA, INC.]
EEO PUBLIC FILE REPORT
Stations Comprising Station Employment Unit WFYI-TV and WFYI-FM
04/1/19 – 03/23/20

The purpose of this EEO Public File Report is to comply with Section 73.2080(c)(6) of the FCC's EEO Rule. This Report has been prepared on behalf of the Station Employment Unit that is comprised of the following stations: WFYI-TV and WFYI-FM, Indianapolis, IN. This Report is required to be placed in the public inspection files of these stations, and posted on their websites.

The information contained in this Report covers the time period beginning April 1, 2019 to and including March 23, 2020 (the "Applicable Period").

The FCC's 2002 EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the stations comprising the Station Employment Unit during the Applicable Period (Appendix 1, first column)
2. For each such vacancy, the recruitment sources utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(ii) of the new EEO Rule, which should be separately identified by name, address, contact person and telephone number (Appendix 1, second column).
3. The recruitment source that referred the person hired for each full-time vacancy during the Applicable Period (Appendix 1, third column).
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies (Appendix 2), and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(2) of the FCC rules (appendix 3).

Appendices 1, 2 and 3, which follow, have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under the column entitled "Full-time Positions for Which This Source Was Utilized" refer to the number of the full-time job positions listed on Appendix 1.

For purposes of this Report, a vacancy was deemed "filled" not when the offer was extended but when the person accepted the job offer. A person was deemed "interviewed" whether in person or over the telephone.

EEO PUBLIC FILE REPORT

Stations Comprising Station Employment Unit WFYI-TV and WFYI-FM

04/1/19 – 03/23/20

APPENDIX 1. VACANCY LIST

See Appendix 2 for Master Recruitment Source List

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Director of Marketing and Strategic Communication	3;44-46; 5; 56; 58; 62; 65;74	44
Director, Major and Planned Giving	34; 44-46;49; 5; 5; 62; 66; 74	46
Radio Announcer, Morning Edition Alternate Host	44-46; 56; 62;74	4
Senior Director of Technology	34; 44-46; 49; 53; 56; 62; 65-66; 74;	45
News Videographer/Editor	1;34; 44-46; 49; 53; 56; 62; 65-66;68-70; 74;	44
Community Engagement Associate	1;34; 44-46; 49; 53; 56; 62; 65-66; 74;	45
Government and Policy Reporter	1;34; 44-46; 49; 53; 56; 62; 65-66; 74;	46
Radio Traffic Coordinator	34; 44-46; 49; 53; 56; 62; 65-66; 74;	45 (Staff referral)
Sponsorship and Events Coordinator	1;34; 44-46; 49; 53; 56; 62; 65-66; 74;	44
Local All Things Considered Host	34; 44-46; 49; 53; 56; 62; 65-66; 74;	45 (Staff Referral)
Health Reporter/ Digital Producer	1;34; 44-46; 49; 53; 56; 62; 65-66; 74;	45
Senior Staff Accountant	34; 44-46; 49; 53; 56; 62; 65-66; 74;	65
Project Manager, Side Effects Public Media	34; 44-46; 49; 53; 56; 62; 65-66; 74;	44
Community Engagement Specialist, Health Reporting	34; 44-46; 49; 53; 56; 62; 65-66; 74;	45 (Staff Referral)
IPB News Talk Show Assistant Producer	1; 34; 44-46; 49; 53; 56; 62; 65-66; 74;	65
IPB News Talk Show Host Producer	34; 44-46; 49; 53; 56; 62; 65-66; 74;	46

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Stations Comprising Station Employment Unit WFYI-TV and WFYI-FM

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APPENDIX 2. MASTER RECRUITMENT SOURCE LIST

Source Entitled to Vacancy Notification	No. of Interviewees Referred by RS over 12 month period	RS#	Organization & Address
No	1	1	Ascend Indiana
No	0	2	Affiliate Center: Community Alliance of the Far Eastside Ann Marie Predovich 3724 N. Mitthoeffer Rd. Indianapolis, IN 46236 317-890-3288
No	0	3	American Marketing Association- Local Job Board
No	0	4	Anderson University career@anderson.edu
No	0	5	Ball State University kdrunyon@bsu.edu <u>Career Center – Lucida Bldg</u> Muncie, IN 47306 765-285-2436
No	0	6	Ball State University Joe Misiewicz Dept of Telecommunications E.F. Ball Bldg Muncie, IN 47306 765-285-2446
No	0	7	Butler University 2835 N. Illinois St. Indianapolis, IN 46208 career@butler.edu
No	0	8	Career Development Network Michael Batten 1350 N. Pennsylvania St. Indianapolis, IN 46202 mbatten@damien.org
No	0	9	Center for Leadership Development Helen Baker Job Placement Services 3526 Washington Blvd Indianapolis, IN 46205 317-940-9653

No	0	10	Christamore House Olgen Williams 502 N. Tremont St. Indianapolis, IN 46222 317-635-7211
No	0	11	CICOA Senior Employment Access Liz Hightower 4755 Kingsway Dr. Indianapolis, IN 46205 317-803-6060
		12	Obsolete Recruiting Source Removed
No	0	13	Concord Center Niki Girls 1310 S. Meridian St. Indianapolis, IN 46225 317-637-4376
No	0	14	Crooked Creek Multi-Service Center Helen Lands 2990 W. 71st St. Indianapolis, IN 46268 317-293-2659
No	0	15	DePauw University www.depauw.edu/admin/career
		16	Obsolete Recruiting Source Removed
No	0	17	Flanner House William Sears 2424 Dr. Martin Luther King Dr. Indianapolis, IN 46208 317-925-4231
		18	Obsolete Recruiting Source Removed
No	0	19	Hawthorne Social Service Association Diana Arnold 2440 W. Ohio St. Indianapolis, IN 46222 317-637-4312
		20	Obsolete Recruiting Source Removed
No	0	21	Hispanic Education Center Secretary 580 Stevens St. Indianapolis, IN 46203 317-634-5022
No	0	22	Indiana Association of Black Journalists James Patterson ATTN: Job Opportunities PO Box 441795 Indianapolis, IN 46244-1795 317-633-1240
No	0	23	Indiana Black Expo Faith Barrett 3145 N. Meridian St. Indianapolis, IN 46208 317-925-2702

No	0	24	Indiana Department of Workforce Development bbrown@dwd.state.in.us
No	0	25	ITT Technical Services Bill Kingery 9511 Angola Court Indianapolis, IN 46268 317-875-8640
		26	Obsolete Recruiting Source Removed
No	0	27	Indiana University Kelley School of Business Randall Powell Undergraduate Career Services 10th Street & Fee Lane Bloomington, IN 47405 812-855-5317
No	0	28	Indianapolis Urban League Brian McDonald Employment Specialists 850 N. Meridian St. Indianapolis, IN 46202
No	0	29	John H. Boner Community Center James Taylor 2236 E. 10th St. Indianapolis, IN 46203 317-633-8210
No	0	30	Marian College Dave Roberts Career Services Officer 3200 Cold Spring Rd. Indianapolis, IN 46222 317-955-6341
No	0	31	Martin University Pat Thomas Job Placement Office 2171 Avondale Place Indianapolis, IN 46218
No	0	32	Martin Luther King Multi-Service Center P. Diane Jackson 40 W. 40th St. Indianapolis, IN 46208 317-923-4581
No	0	33	Mary Rigg Neighborhood Center Robert Burgbacher 1920 W. Morris St. Indianapolis, IN 46221 317-639-6106
No	0	34	I.U. Career Dev Ctr career@indiana.edu 625 N. Jordan Bloomington, IN

No	0	35	Southeast Multi-Service Center William Hubbs 901 S. Shelby St. Indianapolis, IN 46203 317-236-7400
		36	Obsolete Recruiting Source Removed
No	0	37	Supportive Employment John Pavlack 964 Pennsylvania Ave. Indianapolis, IN 46208 317-554-5700
		38	Obsolete Recruiting Source Removed
No	0	39	Ten Point Coalition Minister Douglas Harriston Job Training Program 317-924-0733
No	0	40	University of Indianapolis Corey Wilson Career Services 1400 E. Hanna Ave. Indianapolis, IN 46227 317-788-3296
		41	Obsolete Recruiting Source Removed
No	0	42	YMCA Lou Drexler 615 N. Alabama St. Indianapolis, IN 46204 317-266-9622
No	0	43	YWCA Christy Downton 4460 N. Guion Rd. Indianapolis, IN 46254 317-299-2750
Yes	32	44	WFYI Website
No	12	45	WFYI Employee / Board of Directors referral
No	11	46	WFYI Internal Candidate
No	0	47	INDIANAPOLIS STAR 307 N. Pennsylvania St. Indianapolis, IN 46204 317-444-4000
No	0	48	INDIANAPOLIS STAR WEBSITE CareerBuilder.com
No	0	49	Current 1612 K St. NW #704 Washington, DC 20006 202-463-7055

No	0	50	NUVO, alternative weekly newspaper NUVO Website
No	0	51	INET – State Website
No	0	52	PBS Website
No	0	53	Charitable Advisors Newsletter / Website
No	0	54	Center for Philanthropy Newsletter / Website
No	0	55	Non Profit News.com
No	0	56	CPB Jobline Website
No	0	57	Indiana Broadcasters Assn
No	0	58	Resumes on file from previous search
No	0	59	Craigslist.com
No	0	60	Monster.com
No	0	61	Temporary Service
No	1	62	Social Media Station Site
No	0	63	Head Hunters
No	0	64	Assn of Fundraising Professionals – Indiana
No	26	65	Indeed.com
No	0	66	Linked IN
No	0	67	Diversity.com
No	0	68	JournalismJobs.com
No	0	69	National Assn Black Journalists
No	0	71	Assn of Fundraising Professionals – National
No	0	72	Indiana State University Indstate.edu/career
No	0	73	IUPUI Iupui.edu/career
No	0	74	WFYI Employee social media pages/postings
No	0	75	Simply Hired
No	0	76	PRINDI (Public Radio News Directors, Inc.)

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APPENDIX 3. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Internship Program	Offered internships to a diverse group of high school and college students. Internships are provided without compensation. Credit hours are given to interns in accordance with school policies. Applicants must submit resume and application in order to be considered for internship. A more formalized Expectations and Evaluation process is implemented. We also sought an increased relationship with Ascend Indiana. Our internship opportunities have expanded to include most departments within the station, and throughout the year, not just summer internships. 22 internships were provided to students throughout Indiana over the past 12 months.
2	Scholarship Program	Participated in IBA Scholarship Program by airing announcements of the scholarships on our air to surrounding area (WFYI FM 90.1), providing applications for students and interns. Applications are screened for qualifications and referred to the IBA with recommendations
3	EEO Training	Personnel Handbook, in its entirety, is in process of review/revision. Provide annual EEO and Ethical Business Conduct sessions for all staff members. Director of Human Resources has worked with leaders and staff on specific questions. Specific recruiting/hiring/goal setting/performance appraisals/documentation training has taken place as open positions have allowed. Additional staff team members are involved in all interview processes. In May of 2019, the Director of Human Resources and Chief Development and Marketing Officer spearheaded the start of a diversity and inclusive working group focused on improving inclusion at the station through direct action and training.

4	Applicant Tracking System	Utilization of software to improve the broad reach of posts and make additional candidates who may have been unaware of such job opportunities. The system has allowed us to cross-post in more locations with greater reach to additional candidates.
5	Mentoring	Mentoring opportunities were provided for leadership team, along with other specific mentoring offered in areas / positions as need arose. Senior staff and Director level staffs serve as mentors for newly hired staff to enhance product and industry knowledge, as well providing on-site leadership for day-to-day activities.

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The Human Resources Section of WFYI is responsible for the successful implementation of the affirmative action programs, for monitoring the achievements and problem areas of such programs, and for periodically reporting to management on these matters. Employees are encouraged to communicate any questions or concerns to Human Resources or member of the Executive Leadership Team.

EXHIBIT B

2018 EEO Report Data

2019 EEO Report Data

2020 EEO Report Data

2018 EEO Report Data

Position	Name	Hire Date	Personnel Involved In Recruitment	Interviewees *	Recruiting Source
Accounting Specialist I	Mindi Madison	1/15/2018	Connie Campbell; Patty Poehler	unknown	Indeed
Digital Producer, Side Effects	Sarah Fentem		Matt Shafer Powell; Patty Poehler	unknown	Staff Referral
Distribution and Impact Manager, Eva	Jessica Chapman	2/26/2018	Lloyd Wright; Patty Poehler	unknown	Staff Referral
News Director	Sarah Neal-Estes	7/5/2017	Matt Shafer Powell; Patty Poehler	unknown	Staff Referral
Health Reporter	Jill Sheridan Poulos		Matt Shafer Powell; Patty Poehler	unknown	Staff Referral
Community Engagement Health Specialist	Robin Tate Rockel	10/2/2017	Gail Thomas Strong; Patty Poehler	unknown	Board Referral
Accounting Specialist I	No Hire Made			unknown	
Major and Planned Giving Officer	Brackman Rowland	11/27/2017	Jenny Pfeil; Patty Poehler; Lloyd Wright	unknown	Indeed
Database Administrator	Pamala Bowen	12/27/2017	Jenny Pfeil; Patty Poehler; Lloyd Wright	unknown	Indeed/ Staff Referral
Donor Engagement Coordinator	Brock Eveland	12/22/2017	Jenny Pfeil; Patty Poehler; Lloyd Wright	unknown	Indeed
Chief Development Officer	David Slade	2/1/2018	Lloyd Wright; Patty Poehler; Matt Shafer Powell; Connie Campbell	unknown	Board Referral
Accounting Specialist I	No Hire Made			unknown	
Director, Engineering	No Hire Made			unknown	
News Reporter/ Anchor	Terri Ledsinger	2/14/2018	Sarah Neal Estes; Matt Shafer Powell; Patty Poehler	unknown	Indeed
Marketing Manager	Epha Riche	6/22/2017	Andy Klotz; Patty Poehler	unknown	Internal Candidate
Marketing Creative Specialist	Jessica Rangel	2/26/2018	Andy Klotz; Patty Poehler	unknown	Indeed
Director, Grants and Foundation Relations	Swati Gunale	4/16/2018	David Slade; Patty Poehler	unknown	Former Staff Referral
Corporate Underwriting Marketing Coordinator	Megan Snider	2/8/2018	Stacey Stuteville; Patty Poehler	unknown	Indeed
Events Manager	Taylor Leonard	3/1/2018	Stacey Stuteville; Patty Poehler	unknown	Indeed
Regional Journalism Center Health Reporter	Samantha Horton	2/12/2018	Matt Shafer Powell; Patty Poehler	unknown	Internal Candidate
Regional Journalism Center Business Reporter	Brandon Smith		Matt Shafer Powell; Patty Poehler	unknown	Staff Referral

** Full interviewee notes were not kept in electronic format prior to Jan. 2019. With a new Director of HR in place in early 2019, more complete records for all interviewees are centralized moving forward.*

2020 EEO Report

Position	Name	Hire Date	Personnel Involved in Recruitment	Interviewees	Sources
Director of Marketing and Strategic Communication	Kirsten Eamon Shine		Matt Shafer Powell, David Slade, Ryan Robinson, Pam Smith Rodden, Stacey Stuteville, Sarah Neal Estes, Gail Thomas Strong	Kirsten Eamon Shine <i>Interviewee 2</i> <i>Interviewee 3</i> <i>Interviewee 4</i> <i>Interviewee 5</i> <i>Interviewee 6</i>	Staff Referral Board Referral Staff Referral Indeed Indeed Indeed
Director Major and Planned Giving	Brack Rowland	2/17/2020	Matt Shafer Powell, David Slade, Ryan Robinson, Pam Smith Rodden, Stacey Stuteville, Andy Klotz, Pamala Bowen, Swati Gunale	Brack Rowland <i>Interviewee 2</i> <i>Interviewee 3</i> <i>Interviewee 4</i> <i>Interviewee 5</i> <i>Interviewee 6</i>	Internal Candidate Staff Referral WFYI Website WFYI Website Staff Referral Indeed
Radio Announcer, Morning Edition	John Strauss	1/21/2020	Roxanna Caldwell, Ryan Robinson	John Strauss	Staff Referral
Senior Director of Technology	Al Grossniklaus	2/17/2020	Greg Petrowich, David Slade, Matt Shafer Powell, Connie Campbell, Ryan Robinson	Al Grossniklaus <i>Interviewee 2</i> <i>Interviewee 3</i> <i>Interviewee 4</i> Tom Shock	Staff Referral Indeed Indeed Indeed Indeed
News Videographer/Editor	Alan Mbathi	2/17/2020	Scott Cameron, Lauren Chapman, Ryan Robinson, Matt Shafer Powell		
Community Engagement Associate	Kirsten Little	11/25/2019	Gail Thomas Strong, Carly Friedman, Brittani Howell, Ryan Robinson	Kirsten Little <i>Interviewee 2</i>	WFYI Website WFYI Website
Government and Policy Reporter	Jill Sheridan	12/9/2019	Sarah Neal Estes, Matt Shafer Powell, Ryan Robinson	Jill Sheridan <i>Interviewee 2</i> <i>Interviewee 3</i> <i>Interviewee 4</i> <i>Interviewee 5</i>	Internal Candidate Referral Current Current WFYI Website
Radio Traffic Coordinator	Sharlene Birdsong	12/9/2019	Roxanna Caldwell, Niki Staggs, Ryan Robinson	Sharlene Birdsong <i>Interviewee 2</i> <i>Interviewee 3</i> <i>Interviewee 4</i> <i>Interviewee 5</i> <i>Interviewee 6</i> <i>Interviewee 7</i> <i>Interviewee 8</i>	Staff Referral WFYI Website WFYI Website Indeed Indeed Former Employee Indeed Indeed
Sponsorship and Events Coordinator	Suzanne Georg	10/28/2019	Stacey Stuteville, Ryan Robinson, Niki Staggs	Suzanne Georg <i>Interviewee 2</i> <i>Interviewee 3</i>	Former Employee Indeed Indeed
Local All Things Considered Host	Joe Boehnlein	7/29/2019	Matt Shafer Powell, Roxanna Caldwell, Ryan Robinson	Joe Boehnlein <i>Interviewee 2</i> <i>Interviewee 3</i> <i>Interviewee 4</i>	Indeed WFYI Website Staff Referral Candidate from Previous Job
Health Reporter/Digital Producer	Carter Barrett	6/6/2019	Dave Rosenthal, Sarah Neal Estes, Ryan Robinson	Carter Barrett Lisa Williams	Internal Candidate Staff Referral
Senior Staff Accountant	Stacy Becvar	7/8/2019	Connie Campbell, Monica Brames, Kathy Billiard, Mindi Madison, Ryan Robinson	Stacy Becvar <i>Interviewee 2</i> <i>Interviewee 3</i> <i>Interviewee 4</i>	Indeed WFYI Website Indeed Indeed
Project Manager, Side Effects	Cleveland Dietz	8/12/2019	Dave Rosenthal, Sarah Neal Estes, Ryan Robinson, Matt Shafer Powell	Cleveland Dietz <i>Interviewee 2</i> <i>Interviewee 3</i>	WFYI Website Candidate from Previous Job Indeed

2020 EEO Report

Community Engagement Specialist	Brittani Howell	7/15/2019	Gail Thomas Strong, Carly Friedman, Ryan Robinson	Brittani Howell	Staff Referral
				Interviewee 2	Indeed
				Interviewee 3	Candidate from Previous Job
				Interviewee 4	WFYI Website
IPB News Talk Show Assistant Producer	Maggie Gelon	7/22/2019	Scott Cameron, Matt Shafer Powell, Ryan Robinson	Maggie Gelon	Indeed
				Interviewee 2	Indeed
IPB News Talk Show Producer	Drew Daudelin	8/19/2019	Scott Cameron, Matt Shafer Powell, Ryan Robinson	Drew Daudelin	Internal Candidate
				Interviewee 2	Candidate from Previous Job
				Interviewee 3	Indeed
				Interviewee 4	WFYI Website
				Interviewee 5	Former Employee

2019 EEO Report Data

Position	Name	Hire Date	Personnel Involved In Recruitment	Interviewees	Sources
Marketing Creative Specialist	Maura Broderson	4/22/2019	Andrew Klotz; Ryan Robinson	Maura Broderson	WFYI Website
				Interviewee 2	Indeed
				Interviewee 3	Indeed
				Interviewee 4	Indeed
IPB Talk Show Host Producer	Matt Pelsor	7/1/2019	Scott Cameron; Matt Shafer Powell; Ryan Robinson	Matt Pelsor	Internal Candidate
				Interviewee 2	Internal Candidate
				Interviewee 3	Internal Candidate
				Interviewee 4	Indeed
				Interviewee 5	Staff Referral
IPB Community Engagement	Brittani Howell	7/15/2019	Gail Thomas Strong; Ryan Robinson	Brittani Howell	Staff Referral
				Interviewee 2	Current
				Interviewee 3	WFYI Website
				Interviewee 4	Indeed
IPB News Managing Editor	Scott Cameron	4/15/2019	Matt Shafer Powell; Sarah Neal-Estes; Ryan Robinson	Scott Cameron	Staff Referral
				Interviewee 2	Indeed
				Interviewee 3	Staff Referral
				Interviewee 4	Staff Referral
				Interviewee 5	Staff Referral
Volunteer Manager	Lauren Makin	3/4/2019	Gail Thomas Strong	Lauren Coyle (Makin)	WFYI Website
				Interviewee 2	Internal Candidate
				Interviewee 3	Internal Candidate
				Interviewee 4	Indeed
Controller	Monica Brames	4/22/2019	Connie Campbell; Ryan Robinson	Monica Brames	Indeed
				Interviewee 2	Internal Candidate
				Interviewee 3	Indeed
				Interviewee 4	Indeed
				Interviewee 5	Indeed
				Interviewee 6	Indeed
Director of Human Resources	Ryan Robinson	1/23/2019	Connie Campbell; Matt Shafer Powell; David Slade; Lloyd Wright	Ryan Robinson	WFYI Website
				Interviewee 2	Internal Candidate
				Interviewee 3	Indeed
				Interviewee 4	Indeed
				Interviewee 5	Indeed
Managing Editor-Side Effects	Dave Rosenthal	10/22/2018	Sarah Neal-Estes; Matt Shafer Powell	Unknown *	Staff Referral
Multimedia Editor-Side Effects	Lauren Bavis	5/21/2018	Sarah Neal-Estes; Matt Shafer Powell	Unknown *	Staff Referral
Special Projects Coordinator	Tiffany Mertz	10/8/2018	Mechele Hodge	Unknown *	Indeed
Side Effects-Health Reporter	Araceli Gomez-Aldana	9/6/2018	Sarah Neal-Estes; Matt Shafer Powell	Unknown *	Indeed

** Full interviewee notes were not kept in electronic format prior to Jan. 2019. With a new Director of HR in place in early 2019, more complete records for all interviewees are centralized moving forward.*

EXHIBIT

Talent Acquisition Report

2018 EEO Report Postings
and Job Descriptions

2019 EEO Report Postings
and Job Descriptions

2020 EEO Report Postings
and Job Descriptions

WFYI [METROPOLITAN INDIANAPOLIS PUBLIC BROADCASTING, Inc]
EEO PUBLIC FILE REPORT
Stations Comprising Station Employment Unit WFYI-TV and WFYI-FM
04/1/17 – 03/31/18

APPENDIX 1. VACANCY LIST

See Appendix 2 for Master Recruitment Source List

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Accounting Specialist 1	4;7;24; 34; 42-45; 50-51; 56; 58; 62; 65; 72-74	61; no hire made
Digital Producer, Side Effects	4;7;24; 34; 44-45; 49-51; 56; 57; 62; 65; 66; 68-70; 72-74	45 (Staff referral)
Distribution and Impact Manager, Eva	4;7;24; 34; 44-45; 49-51; 56; 62; 65-66; 72-74	45 (Staff referral)
News Director	4;7;24; 34;44-45; 49-51; 56; 57; 62; 65; 66; 68-70; 72-74; 76	45 (Staff referral)
Health Reporter	4;7;24; 34;44-45; 49-51; 56; 57; 62; 65; 66; 68-70; 72-74	45 (Staff referral)
Community Engagement Health Specialist	4;7;24; 34; 44-45; 49-51; 56; 57; 62; 65; 66; 68-70; 72-74	45 (Board referral)
Accounting Specialist 1	4;7;24; 34; 44-45; 50-51; 56; 58; 62; 65; 72-74	No hire made
Major and Planned Giving Officer	4;7;24; 34; 44-45; 50-51; 56; 62; 64; 65; 71-74	65
Database Administrator	4;7;24; 34; 44-45; 50-51; 56; 62; 65; 72-74	45/65
Donor Engagement Coordinator	4; 7; 24; 34; 44-45; 50-51; 56; 62; 64; 65; 71-74	65
Chief Development Officer	4;7;24; 34; 44-45; 50-51; 56; 62; 64; 65; 71-74	45 (Staff/Board referral)
Accounting Specialist 1	4;7;24; 34; 44-45; 50-51; 56; 58; 62; 65; 72-74	65
Director, Engineering	4;7;24; 34; 44-45; 50-51; 56; 62; 65; 72-74	45/65
News Reporter/Anchor	4;7;24; 34; 44-45; 49-51; 56; 57; 62; 65; 66; 68-70; 72-74	65
Marketing Manager	4;7;24; 34; 44-45; 49-51; 56; 62; 65-66; 72-74	46
Distribution and Impact Manager, Eva	4;7;24; 34; 44-45; 49-51; 56; 62; 65-66; 72-74	58
Marketing Creative Specialist	4;7;24; 34; 44-45; 49-51; 56; 62; 65-66; 72-74	65
Director, Grants and Foundation Relations	4;7;24; 34; 44-45; 49-51; 56; 62; 65-66; 72-74	45 (Former staff referral)
Corporate Underwriting Marketing Coordinator	4;7;24; 34; 44-45; 49-51; 56; 62; 65-66; 72-74	65

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Events Manager	4;7;24; 34; 44-45; 49-51; 56; 62; 65-66; 72-74	65
Regional Journalism Center Health Reporter		46
Regional Journalism Center Business Reporter	4;7;24; 34; 44-45; 49-51; 56; 57; 62; 63; 65; 66; 68-70; 72-74	45

WFYI [METROPOLITAN INDIANAPOLIS PUBLIC BROADCASTING, Inc]
EEO PUBLIC FILE REPORT
Stations Comprising Station Employment Unit WFYI-TV and WFYI-FM
04/1/17 – 03/31/18

APPENDIX 2. MASTER RECRUITMENT SOURCE LIST

Source Entitled to Vacancy Notification	No. of Interviewees Referred by RS over 12 month period	RS#	Organization & Address
No	0	1	AARP-SCEP – No Longer Available 317-244-8117 (fax) scwmarion@aol.com
No	0	2	Affiliate Center: Community Alliance of the Far Eastside Ann Marie Predovich 3724 N. Mitthoeffer Rd. Indianapolis, IN 46236 317-890-3288
No	0	3	ProductionHUB.com – No Longer Available Tara Withrow 801 W. Fairbanks Ave. Winter Park, FL 32789 classifieds@productionhub.com
Yes	0	4	Anderson University career@anderson.edu
No	0	5	Ball State University kdrunyon@bsu.edu Career Center – Lucida Bldg Muncie, IN 47306 765-285-2436
No	0	6	Ball State University Joe Misiewicz Dept of Telecommunications E.F. Ball Bldg Muncie, IN 47306 765-285-2446
Yes	0	7	Butler University 2835 N. Illinois St. Indianapolis, IN 46208 career@butler.edu
No	0	8	Career Development Network Michael Batten 1350 N. Pennsylvania St. Indianapolis, IN 46202 mbatten@damien.org

No	0	9	Center for Leadership Development Helen Baker Job Placement Services 3526 Washington Blvd Indianapolis, IN 46205 317-940-9653
No	0	10	Christamore House Olgen Williams 502 N. Tremont St. Indianapolis, IN 46222 317-635-7211
No	0	11	CICOA Senior Employment Access Liz Hightower 4755 Kingsway Dr. Indianapolis, IN 46205 317-803-6060
no	0	12	Citizens Multi Service Center CLOSED Florence Alexander 601 E. 17 th St. Indianapolis, IN 46202 317-926-2351
no	0	13	Concord Center Niki Girls 1310 S. Meridian St. Indianapolis, IN 46225 317-637-4376
No	0	14	Crooked Creek Multi-Service Center Helen Lands 2990 W. 71 st St. Indianapolis, IN 46268 317-293-2659
No	0	15	Depauw University www.depauw.edu/admin/career
No	0	16	Fathers and Families – No Longer Available Darryl Lewis 317-630-2463 (fax)
No	0	17	Flanner House William Sears 2424 Dr. Martin Luther King Dr. Indianapolis, IN 46208 317-925-4231
No	0	18	Forest Manor Multi Service Center – No Longer Available Regina Marsh 5603 East 38 th St. Indianapolis, IN 46218 317-545-1204
No	0	19	Hawthorne Social Service Association Diana Arnold 2440 W. Ohio St. Indianapolis, IN 46222 317-637-4312

No	0	20	Hispanic Center – Attn: Susan Haber – closed 617 E. North St. Indianapolis, IN 46204 317-636-6551
No	0	21	Hispanic Education Center Secretary 580 Stevens St. Indianapolis, IN 46203 317-634-5022
No	0	22	Indiana Association of Black Journalists James Patterson ATTN: Job Opportunities PO Box 441795 Indianapolis, IN 46244-1795 317-633-1240
No	0	23	Indiana Black Expo Faith Barrett 3145 N. Meridian St. Indianapolis, IN 46208 317-925-2702
Yes	0	24	Indiana Department of Workforce Development bbrown@dwd.state.in.us
No	0	25	ITT Technical Services Bill Kingery 9511 Angola Court Indianapolis, IN 46268 317-875-8640
No	0	26	Indiana Wesleyan University No Longer Available Life Calling & Leadership 4201 S. Washington St. Marion, IN 46953 765-677-2257
Yes	0	27	Indiana University Kelley School of Business Randall Powell Undergraduate Career Services 10 th Street & Fee Lane Bloomington, IN 47405 812-855-5317
No	0	28	Indianapolis Urban League Brian McDonald Employment Specialists 850 N. Meridian St. Indianapolis, IN 46202
No	0	29	John H. Boner Community Center James Taylor 2236 E. 10 th St. Indianapolis, IN 46203 317-633-8210

No	0	30	Marian College Dave Roberts Career Services Officer 3200 Cold Spring Rd. Indianapolis, IN 46222 317-955-6341
No	0	31	Martin University Pat Thomas Job Placement Office 2171 Avondale Place Indianapolis, IN 46218
No	0	32	Martin Luther King Multi-Service Center P. Diane Jackson 40 W. 40 th St. Indianapolis, IN 46208 317-923-4581
No	0	33	Mary Rigg Neighborhood Center Robert Burgbacher 1920 W. Morris St. Indianapolis, IN 46221 317-639-6106
Yes	0	34	I.U. Career Dev Ctr career@indiana.edu 625 N. Jordan Bloomington, IN
No	0	35	Southeast Multi-Service Center William Hubbs 901 S. Shelby St. Indianapolis, IN 46203 317-236-7400
No	0	36	Southwest Multi Service Center – closed Diana Arnold 5333 W. Washington St. Indianapolis, IN 46241 317-241-5588
No	0	37	Supportive Employment John Pavlack 964 Pennsylvania Ave. Indianapolis, IN 46208 317-554-5700
No	0	38	Training Inc. – No Longer Available Cindy Gosser cgosser@traininginc.org
No	0	39	Ten Point Coalition Minister Douglas Harriston Job Training Program 317-924-0733
no	0	40	University of Indianapolis Corey Wilson Career Services 1400 E. Hanna Ave. Indianapolis, IN 46227 317-788-3296

No	0	41	UMANNA Organization – No Longer Available Dominick Anyanwu 317-894-1557 (fax)
No	0	42	YMCA Lou Drexler 615 N. Alabama St. Indianapolis, IN 46204 317-266-9622
No	0	43	YWCA Christy Downton 4460 N. Guion Rd. Indianapolis, IN 46254 317-299-2750
Yes	23	44	WFYI Website
Yes	19	45	WFYI Employee / Board of Directors referral
Yes	5	46	WFYI Internal Candidate
Yes	0	47	INDIANAPOLIS STAR 307 N. Pennsylvania St. Indianapolis, IN 46204 317-444-4000
Yes	0	48	INDIANAPOLIS STAR WEBSITE CareerBuilder.com
Yes	0	49	Current 1612 K St. NW #704 Washington, DC 20006 202-463-7055
Yes	0	50	NUVO, alternative weekly newspaper NUVO Website
Yes	0	51	INET – State Website
Yes	0	52	PBS Website
Yes	0	53	Charitable Advisors Newsletter / Website
Yes	0	54	Center for Philanthropy Newsletter / Website
Yes	0	55	Non Profit News.com
Yes	0	56	CPB Jobline Website
Yes	0	57	Indiana Broadcasters Assn
No	8	58	Resumes on file from previous search
Yes	0	59	Craigslist.com
No	0	60	Monster.com
No	0	61	Temporary Service
No	0	62	Social Media Station Site
No	0	63	Head Hunters
No	0	64	Assn of Fundraising Professionals – Indiana
No	18	65	Indeed.com
No	0	66	Linked IN
No	0	67	Diversity.com
No	0	68	JournalismJobs.com
No	0	69	National Assn Black Journalists
No	0	71	Assn of Fundraising Professionals – National

No	0	72	Indiana State University Indstate.edu/career
No	0	73	IUPUI iupui.edu/career
No	0	74	WFYI Employee social media pages/postings
No	0	75	Simply Hired
No	0	76	PRINDI (Public Radio News Directors, Inc.)

Accounting Specialist Level 1 - Multiple Postings

METROPOLITAN INDIANAPOLIS PUBLIC MEDIA, INC.
An Equal Opportunity, Affirmative Action Employer
Is now accepting applications for:

Job Title: ACCOUNTING SPECIALIST LEVEL I

Classification: Permanent, Full-Time, Non-exempt

Salary: Commensurate with experience

Reporting Relationship: Reports to the Director of Accounting

Position Description: This position holds responsibility for providing accounting Support for major financial accounting areas.

Level I - At this level the specialist learns to apply the principles, theories, and concepts of accounting to a specific system. The position is responsible for a variety of assignments, with the existence, implicit or explicit, of a planned training program designed to give the entering accounting specialist practical experience.

**Position
Responsibilities:**

- Provides accounting support to major financial accounting areas, including but not limited to the tasks set forth below:
 - Accounts Payable and related functions including purchase order management, data entry, general ledger coding, reimbursements and disbursements for all MIPM entities (WFYI, capital campaign, and Economic Club)
 - Journal entry logging and posting
 - Month end accounts payable reconciliation
 - Membership deposit revenue allocation and cash receipt posting
 - Miscellaneous cash receipt posting
 - General ledger and related audit and reporting functions as assigned
 - Prepares supporting worksheets for areas of related responsibilities
 - Works closely with grant fundraising and creates grant reporting and performs reclassification entries as needed
 - Credit card ordering for staff and monthly statement reconciliation
 - Resume tracking and FCC EEO reporting
- Other duties as assigned, including but not limited to the tasks set forth below:

- Bank deposits
- Switchboard relief
- Incoming / Outgoing Mail
- UPS and DVD allocation
- Accounts Receivable, daily cash deposit, EFT processing and daily bank account monitoring back up
- Assisting with the annual audit.

Qualifications:

- High school diploma and minimum of three to five years of data entry/accounts payable experience or completion of College Level Courses in Business or Accounting required. College degree with Business or Accounting major preferred.
- PC basics including working knowledge of excel required
- Excellent organizational skills and attention to detail required.
- Excellent communication and interpersonal skills with ability to engage with the staff, volunteers, and public.
- Must possess shared CORE values of WFYI: Resourcefulness, creativity, non-biased objectivity and ability to work diligently, doing whatever it takes to accomplish our goals.

How to Apply:

Please submit cover letter and resume by Monday, November 27, 2017, to hr@wfyi.org or Human Resources, WFYI Public Media, 1630 N. Meridian St., Indianapolis, IN 46202

Please, no phone calls or walk-ins.

Digital Producer, Side Effects

WFYI Public Media Job Description

WFYI is an equal opportunity, affirmative action employer and is now accepting applications for:

- Job Title: **Digital Producer, Health Reporting**
- Classification: Full-time, Non-exempt, Temporary (two-year, grant-funded position)
- Salary: Commensurate with experience
- Reporting Relationship: This position reports directly to the Web Editor, with significant and specific assignment input and direction from the Managing Editor, Health Reporting.
- Position Description: The Digital Producer is responsible for shaping the digital content strategy for WFYI's health news service and for growing digital reach and engagement. The Digital Producer works with reporters and editors from the beginning of the story process to create compelling digital content that deepens readers' experience and understanding, and which reaches audiences most likely to engage with it.

Major Responsibilities:

- Work with reporters to produce digital packages, including editing text and headlines for web, researching photos, and creating graphics and interactives.
- Develop and implement social media and digital engagement strategy to grow audience and engagement for the health news service.
- Builds online posts, sections and features using the NPR Core Publisher content management system, or another CMS such as WordPress.
- Build online relationships with communities and audiences whose interests align with our health news topics and engage them with our work.
- Prepare social media campaign elements to share with distribution partners for promoting high-impact stories or series that they republish.
- Follow developments in the health beat, especially in Indiana, and write short reports for the health news website, newsletter, and news service. Employs digital analytics tools and engagement best practices to interpret and grow digital audience.
- Enhance and maintain systems for distributing digital stories to distribution partners and troubleshoot technical problems with systems we use including Core Publisher and the PMP. Research and experiment with new digital distribution platforms.
- Manages a pool of freelance digital contributors.

Qualifications:

- Experience working in an online news environment, preferably in public media
- Excellent communication skills and a commitment to collaborative work and learning
- The ability to manage multiple projects simultaneously, and to work under deadline pressure
- A demonstrated grasp of tools and techniques for the visual presentation of data online
- Demonstrated proficiency in all facets of online content production, including writing and AP Style, basic audio and video production, and photography and photo editing
- Knowledge of SEO principles and best practices
- Experience with analyzing traffic and reach data and with applying analytics data for decision-making and audience growth
- Exposure to and experience with a variety of content management platforms
- Demonstrated knowledge of social media strategies and best practices
- A demonstrated grasp of graphic design for the web preferred
- Experience with programming languages such as HTML, Javascript and CSS preferred
- Experience with data analysis preferred
- Expertise in public health, social or health sciences or social work preferred
- Core Values: Must possess shared WFYI core values of Resourcefulness, Creativity, Non-biased Objectivity, and ability to work diligently, doing 'Whatever it Takes' to accomplish our goals.

To Apply: Send cover letter (including salary requirements) and resume to hr@wfyi.org, Human Resources, WFYI, 1630 North Meridian Street, Indianapolis, IN 46202, on or before Monday, March 20, 2017. Please, no phone calls or walk-ins.

Distribution and Impact Manager, Eva

DESCRIPTION

This position holds responsibility for achieving the goal of utilizing marketing and engagement techniques to cultivate impact. This work will include engaging as many individuals as possible, locally, nationally, and internationally, in a big picture conversation about discrimination – from genocide and racial hatred to every day playground politics, bullying that plagues many children today – and how to heal from it. This position will ensure initiatives are implemented which engage children, parents, teachers, community leaders to utilize the “Eva” documentary and story to learn about and consider their appropriate actions toward hope, healing, respect, and responsibility.

MAJOR RESPONSIBILITIES

- In partnership with senior leaders, directs the overall community impact and marketing strategies for “Eva,” focused on local, national, and international audiences/communities.
- Regularly meets with “Eva” team leaders and project team to develop strategies and tactics for optimum impact of this documentary.
- Leads determination and implementation of external strategies. Works closely with community, business, and education leaders to ensure message of “Eva” reaches as many audiences as possible. Through this work, develops and implements strategy to build network of partners.
- Serves as liaison for “Eva” Advisory Council, the purpose of which is to provide this group of leaders with information to help spread the messages and to receive ideas from this group for impact strategies.
- Works closely with all “Eva” team members, to ensure all aspects of impact are aligned/integrated with all aspects of project, including fundraising, TV, Radio, News, and Events.
- Works closely with outside counsel/entities in coordination of efforts to increase distribution of the “Eva” documentary.

SUCCESS MEASURES

In coordination with project leadership, this position will be charged with development of both quantifiable and qualitative success measures, with focus on sustained impact of the “Eva” documentary, long beyond its early 2018 premiere and broadcast.

QUALIFICATIONS

- Extensive experience in marketing, promotion, and community relations.
- Extensive, strong relationships with community, education, and business leaders.
- Extensive experience in building vision and implementing strategies.
- Strong written, verbal and organizational skills, with the ability to develop, plan and execute projects individually and collaboratively.

- Ability to lead and motivate others. Must be able to build relationships on all levels within the organization and in the community, and must, at all times, represent WFYI and the “Eva” project with professionalism and courtesy. Must have impeccable customer service skills.
- This is a fast-paced environment that requires the ability to manage multiple projects simultaneously, to pivot in different directions as necessary, to manage stress with poise, to make sound decisions quickly, and to meet simultaneous deadlines.
- Need strong computer skills, Microsoft Office products, social media and analytic tools, and ability to learn new programs specific to our unique organization as needed. Adobe Creative Suite skills preferred, but not required.
- Ability to manage a budget and to utilize it effectively. Must simultaneously manage occasional grant funding within appropriate guidelines.
- 5-10 years’ of manager-level experience in organizational marketing, communications, public relations, community impact, or related fields.
- College degree in communications, marketing, journalism or public relations.
- Familiarity with and passion for public media.
- Must share WFYI core values of Resourcefulness, Creativity, Non-biased Objectivity and ability to work Diligently, doing Whatever it Takes to accomplish our goals.

How to Apply

Send cover letter (including salary requirements), resume, and portfolio examples to hr@wfyi.org, Human Resources, WFYI Public Media, 1630 N. Meridian St., Indianapolis, IN 46202, on or before January 8, 2018. Incomplete applications will not be considered.

PLEASE NO PHONE CALLS OR WALK-INS

News Director

Reports directly to Vice President, Interactive Media and Content Strategy, from whom overall direction is received. This position is responsible for effective management of WFYI's News Department. Provides vision and leadership for WFYI's growing News operation. Works closely with reporters to develop story ideas; edits stories for broadcast and web. This position is responsible for policies, practices, and placement of public affairs content on WFYI's multiple content platforms from internal departments and external content providers. This position will also generate ideas and produce original content for these platforms.

RESPONSIBILITIES

- Responsible for effective management of WFYI's News function, managing flow of news and public affairs content from internal WFYI departments onto wfyi.org, FM 90.1 and PBS Television Channel 20. Also manages flow of news content from external sources onto wfyi.org from national organizations, including NPR, PBS, and AP.
- Responsible for leadership of WFYI's growing News operation, with focus on developing vision and strategic plan for the News department's future expansion.
- Responsible for high quality reporting in areas of Health, Education, Poverty, and General assignment news.
- Responsible for WFYI's news editorial strategies and their effective implementation.
- Working with WFYI news reporters, develops story ideas and coverage plans. Oversees design and production of multimedia feature coverage, taking projects from conceptualization to research and development, through pre-production, production, post-production, delivery, evaluation, and final report.
- Responsible for editing scripts/stories for WFYI Newsroom.
- Responsible for collaborative and leadership role with regional partnerships, including service on the News Content Council of the Regional Journalism Collaboration in Indiana.
- Oversees WFYI News web presence, providing suggestions for home page treatment of material.
- Oversees web/mobile audience research, identifying and tracking key metrics such as traditional page views, social media engagement, and streaming media to assist in evaluation of traffic growth and usage of wfyi.org.
- Assists in planning and production of special coverage and live events.

QUALIFICATIONS

- Bachelor's degree, with Journalism or related area of study.
- Extensive Journalism or News background.
- Experience in effective management of creative staff and of a Newsroom operation.
- Proven skills in scripting/story editing for public radio.
- Experience or exhibited knowledge of public media.

- Demonstrated excellence in best practices for writing for the web, editing, copy editing, and headline writing.
- Demonstrated understanding of principles of engagement strategies in journalism.
- Demonstrated experience with digital story telling tools.
- Ability to communicate design/feature ideas to web designer and/or web developer.
- Must have excellent communication skills and customer service attitude.
- WFYI Core Values: Must possess shared WFYI core values of Resourcefulness, Creativity, Non-biased Objectivity, and ability to work diligently, doing “Whatever it Takes” to accomplish our goals.

How to Apply

Send cover letter (including salary requirements) and resume to hr@wfyi.org on or before **March 27, 2017**.

PLEASE NO PHONE CALLS OR WALK-INS

Health Reporter

Job Title: **Health Reporter/Digital Producer**

Classification: Full Time, Exempt, Temporary (grant-funded assignment)

Salary: Commensurate with experience, includes WFYI benefits package

Reporting Relationship: This position reports directly to Managing Editor, Health

Position

Description: The Health Reporter produces compelling multi-platform stories for WFYI's health news service Side Effects Public Media. The reporter will immerse him or herself in communities throughout Indiana to discover and report on important public health issues these communities face. The Health Reporter will craft narrative stories that use characters, scene and sound in creative ways to help people understand complex issues. This position requires advanced skills in news reporting, sound editing, video scripting, studio and field production, as well as skill in writing and producing stories for web.

This position also takes the lead in curating Side Effects' digital content, including the website and social media.

Major Responsibilities:

- Reports and produces audio stories for radio broadcast and digital platforms.
- Writes and produces high quality digital stories, appropriate for distribution to other news outlets.
- Takes high quality photographs to accompany digital stories.
- Builds online posts using the NPR Core Publisher content management system (or similar CMS).
- Builds expertise on the public health beat by getting to know the communities in Indiana and by attending workshops and doing background research, to generate ideas for high quality enterprise and investigative stories.
- Contributes to editorial meetings and works collaboratively with team of editors and reporters to conceive and execute stories and series.
- **Maintains Side Effects website and social media channels**
- Provides updates to social media channels to drive audience engagement.
- Contributes ideas for interactive graphics and web videos and collaborates to produce them.
- **Monitors and analyzes metrics for digital content**
- Provides input on audience engagement strategies to Community Engagement Health Specialist and Digital Producer.
- Contributes to live events and live or taped audio programs, podcasts and video segments.

Qualifications:

- Bachelor's degree in Journalism or equivalent work experience required.
- Advanced skills in sound editing and studio and field production
- **Advanced skills in web production and social media**
- Some experience with video production – scripting, pre- and post-production – strongly desired.
- A minimum of two years' experience in news writing, editing and reporting for print or online and broadcast media.
- Expertise in public health, social or health sciences or social work preferred
- Must have experience with social media platforms and community engagement tools and with producing in content management systems such as Core Publisher or WordPress.
- Ability to excel in a team environment with a high level of personal motivation.
- **High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.**

Community Engagement Health Specialist

POSITION DESCRIPTION

This position supports station Community Engagement goals, relating to Health issues outlined in Side Effects, WFYI's Health reporting initiative. It will be responsible for integrating the initiative into the work of other local public health community organizations and for engaging with community members about public health throughout Indiana.

MAJOR RESPONSIBILITIES

- Coordinates and facilitate Health-related opportunities for conversations, with the goal of gathering information from the community about important issues in order to inform WFYI Health reporting content.
- Convenes and participates in Health-related community meetings and events, in order to build relationships and support partnerships, and to understand work occurring around the community.
- With oversight from Community Engagement leadership and working closely with Side Effects Managing Editor, helps set community impact goals for the journalism initiative.
- With oversight from Community Engagement leadership and specific direction from Health Reporting Editor, helps to inform strategies for assessment of progress against goals and supports assessment process. Contribute to the station dashboard.
- Fosters meaningful Health-related partnerships by identifying and participating in opportunities to support city-wide and state-wide collective impact initiatives.
- Listens with intention to identify ways in which WFYI may utilize its Health-related resources in order give voice to the community, build awareness, and deepen understanding of common themes.
- Participate on the Community Engagement team to help develop overall station engagement strategy and build relationships
- Assist the Volunteer Manager in developing opportunities for service within the Side Effect initiative
- Seek opportunities to participate in station development, governance and event activities.
- Identifies and participates in Side Effects marketing opportunities at community events, and internally, in order to raise awareness of station Health efforts.

QUALIFICATIONS

- College degree and at least two years experience in a non-profit, collaborative environment.
- Understanding of and passion for public media.
- Aptitude for identifying and working collaboratively with community partners to discover, understand, and address community needs and aspirations.

- Excellent written, oral, and team communication skills, including attention to detail.
- Ability to participate in multiple projects and partnerships in a changing environment.
- Flexibility of schedule required, as position entails some travel throughout Indiana and some evening and weekend meetings and/or partnership events.
- Adept in social media and web skills. Possess strong computer skills, including Office, Excel, and web-based interactive software and applications.
- Possess initiative, creativity, and problem-solving skills.
- Background in public health, social or health sciences or social work preferred.
- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

How to Apply

[APPLY HERE](#)

[REFER A FRIEND](#)

Please no phone calls or walk-ins.



WFYI Public Media Job Description

WFYI is an equal opportunity, affirmative action employer and is now accepting applications for:

- Job Title:** Major and Planned Giving Officer
- Classification:** Permanent, full time
- Salary:** Commensurate with experience and responsibility
- Reporting Relationship:** Reports directly to the Director of Major Gifts

Position Description:

Identify, cultivate and secure new major, planned, and capital gifts for WFYI. Lead the engagement and stewardship of a donor portfolio to increase giving.

Major Responsibilities:

- Develop and propose strategies for solicitation of major gifts, including: determining ongoing relationships with prospect/donor; recommending specific purpose and level of gift; identifying those to be involved in cultivation and subsequent solicitation; and assuring that solicitations are carried out.
- Conduct a minimum of 12 face to face donor calls monthly.
- Coordinate communication between Development and Accounting to prepare accurate reporting.
- Develop an annual work plan and strategies that contribute to the acquisition and retention of annual and planned gifts.
- Work well with volunteers to ensure goals and objectives are met.
- Identify, cultivate and solicit planned gifts for WFYI and the WFYI Foundation.
- Implement prospect identification procedures, including research and prospect management.
- Ensure that donor and potential donor information is entered into WFYI organizational database in a standardized, timely and accurate manner.
- Meet the goals set annually for revenue growth, expectancies secured, number of face-to-face visits made and number of prospects identified.
- Help coordinate and implement major donor and planned giving donor events.



Position Qualifications:

1. Bachelor's degree and at least 3 years' experience in the identification, cultivation and solicitation of major and planned gifts.
2. High energy and passion for WFYI Public Media mission and core values of creativity, resourcefulness, balanced and objective approach to content and commitment to doing whatever it takes.
3. A self-starter with ability to work independently, with strong drive to achieve goals.
4. An understanding of major and planned giving is required. Candidates must have successful history of securing major gifts of \$10,000+ annually.
5. Experience or knowledge of planned giving vehicles, principles and best practices.
6. Proven background in successfully working with and presenting with volunteers and senior leadership.
7. Candidates should possess excellent oral, written and presentation skills, be computer literate and demonstrate strong leadership and interpersonal skills.
8. Position requires that the individual be a self-starter, enjoy a fast-paced, high energy environment and be willing to work varied hours and attend off-site events. Capacity to think strategically, as well as creatively will be advantageous.
9. Proven ability to work with internal and external constituencies in a professional and courteous manner.

To Apply:

Send cover letter (including salary requirements) and resume to hr@wfyi.org, Human Resources, WFYI, 1630 N. Meridian Street, Indianapolis, IN 46202, on or before October 9, 2017. Please, no phone calls or walk-ins.

Database Administrator

DESCRIPTION

Responsible for managing all aspects of organizational database including data integrity & organization, reporting, user-interface, trouble-shooting, security, user support and optimization. Identifies opportunities to increase efficiency and educates staff on how to use the database.

Implements data models, database designs, data access, user roles and table maintenance codes. Resolves database performance and capacity issues, and other data issues.

Has one direct report, Database Manager.

MAJOR RESPONSIBILITIES

- Increases database functionality by identifying and understanding organizational needs then developing and implementing solutions; advises senior management; coordinates design and programming of system.
- Serve as communication link between hosting organization and WFYI
- Coordinate data capture and maintain data confidentiality
- Identifies process improvement to increase efficiencies by assessing transaction processing and database production options.
- Recommends solutions by defining database layout and functional capabilities, database security, data back-up, and recovery specifications.
- Develops, implements, administers, and maintains policies and procedures for ensuring the security and integrity of the company database.
- Develops plan to expand use of CRM to all areas of the organization.
- Collect, monitor, and present important system metrics to stakeholders. Assist staff with complex data extraction and data importing, as needed. Accomplishes platform upgrades and improvements by supervising system programming.
- Installs revised or new systems by proposing specifications and flowcharts; recommending optimum access techniques; coordinating installation requirements.
- Maintains database performance by calculating optimum values for database parameters; implementing new releases; completing maintenance requirements; evaluating computer operating systems and hardware products.
- Prepares users by conducting training; providing information; resolving problems; establishing appropriate roles for data access
- Reduces organizational risk by securing database through the development of policies, procedures, and controls.

POSITION QUALIFICATIONS

1. A self-starter with ability to work independently, with strong drive to achieve goals.

2. A Bachelor's degree with a minimum of 5 years database management experience. Salesforce and NGOC database experience preferred.
3. Experience in working with complex relational databases including: writing queries and reports to extract data from the database, organizing data, managing software upgrades, and transitioning new departments to a database.
4. History of successful problem solving and resolution.
5. Proven ability to work with internal and external constituencies in a professional and courteous manner.
6. Excellent written and verbal communication skills.
7. High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

How to Apply

Submit cover letter (including salary requirements) and resume to: hr@wfyi.org, Human Resources, WFYI, 1630 N. Meridian St, Indianapolis, IN 46202.

PLEASE NO PHONE CALLS OR WALK-INS

Donor Engagement Coordinator

DESCRIPTION

The Donor Engagement Coordinator is responsible for strengthening the relationship of mid-level, major, and capital campaign donors with WFYI while working with the Major Gifts Department to grow WFYI's major giving program.

MAJOR RESPONSIBILITIES

- Coordinates monthly solicitation mailings including managing data, developing copy, and monitoring revenue for mid-level and major donor programs
- Plans monthly cultivation events including hosting donor luncheons, coordinating station tours, and facilitating special meet and greet opportunities for major donors
- Produces daily donor acknowledgements and weekly pledge bills for mid-level and major donor programs as well as capital campaign
- Provides prospect research on new and current donors for annual and capital campaigns
- Produces bi-monthly portfolio reporting
- Serves as front-line customer service for mid-level and major donors
- Manages donor tracking, contact information and giving histories
- Participates in departmental and organizational activities such as pledge drives, major events, and staff committees

POSITION QUALIFICATIONS

- Experience in nonprofit fundraising/development required
- Bachelor's degree preferred
- Must demonstrate strong communication skills, both verbal and written
- Must be able to prioritize multiple projects and meet deadlines
- Must possess high energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

How to Apply

Send cover letter (including salary requirements) and resume to hr@wfyi.org, Human Resources, WFYI Public Media, 1630 N. Meridian St., Indianapolis, IN 46202, on or before November 20, 2017.

PLEASE NO PHONE CALLS OR WALK-INS

Chief Development Officer

Serves as key member of Executive Leadership Cabinet, working closely with President/CEO, Chief Financial Officer, and Chief Content Officer. Responsible for oversight of all fund development activities for WFYI, including: Membership, major giving, planned giving, capital campaigns, corporate underwriting, new business development, special events/projects, and grants. Provides vision and leadership to Development department staff.

RESPONSIBILITIES

Responsible for maximizing philanthropic and transactional revenue for WFYI Public Media by:

Commitment to Results:

- Is accountable for fundraising goal achievement of the organization.
- As a member of the Executive Leadership Cabinet team, works across departments to help achieve organization mission and vision.

Strategic Fundraising Expertise and Leadership:

- Providing direction and leadership to staff who oversee fundraising, including: Membership, Major Gifts, Planned Giving, Grants Administration, and Corporate Development.
- Developing and implementing a program aimed at cultivating deeper relationships with donors.
- Serving as the primary in-house resource on nonprofit fund development best practices, emerging trends, and opportunities for growth.
- Identifying new sources of revenue, researching potential to implement and develop business plans to pursue the most promising ventures.
- Taking a leadership role in capital campaign planning and execution, collaborating with and providing appropriate support for Director of Major Gifts.

Communication and Motivation Leadership:

- Overseeing design of workflow and departmental policies and practices to best achieve goals and continuity of service and performance.
- Identifying, developing, and mentoring a professional development staff, encouraging continued professional development.
- Partnering with CEO and Board members to serve within our community to increase visibility and collaborative opportunities for the advancement of WFYI.
- Promoting a culture of accountability, ethical decision making, adherence to mission and excellence within fund development departments.

QUALIFICATIONS

Proven Leadership Success:

- Graduate of four-year, accredited college or university.
- Exhibited exceptional written and oral communication skills.
- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

Fundraising expertise and Proven Success:

- CFRE preferred.
- 10+ yearsâ€™ experience in non-profit fund development, with some exposure to public media environment desired.
- Fundraising data base software knowledge desired.
- Experience with donor cultivation, solicitation and stewardship.
- Tangible experience with successful fundraising campaigns.
- Ability to construct, articulate, implement annual strategic development plan.
- Experience in supervision of professional development staff team.
- Strong organizational skills.
- Flexible, adaptive style in working with many varied audiences.

Proven Business Leadership Acumen:

- Advanced degree in non-profit or business management, marketing, or related field preferred.
- Demonstrated experience with proposal development, project and budget management.

To Apply

Send cover letter, including salary requirements, and resume to HR@wfyi.org or Human Resources, WFYI, 1630 N. Meridian St, Indianapolis, IN 46202 on or before Monday, October 30, 2017.

Incomplete applications will not be considered.

Director of Engineering

This position requires an entrepreneurial and innovative individual with the technical expertise to lead all aspects of technology and engineering department functions. Fundamental understanding of the technology and infrastructure necessary to support the operations of a multi-faceted media company (TV, Radio, Digital, all support areas), have a strong understanding of the role technology plays in today's media business model and be able to effectively leverage technology for greater organizational impact.

MAJOR RESPONSIBILITIES

- Oversees and provides support for WFYI technology departments including Engineering, Field Engineering, IT, Network operations.
- Provides oversight and support for WFYI Content areas, including TV Production, Radio, News, and Digital.
- Works with WFYI senior leadership and CEO to understand organizational technology needs (current and future).
- Develops organizational technology strategy that addresses both short- and long-term planning.
- Advises as to how technology solutions or capabilities can be leveraged to create opportunities and further benefit the organization.
- Establishes technical and engineering standards and priorities, and business development related to technology and engineering.
- Responsible for developing collaborative station-wide technology project management methodology to ensure technological and engineering needs of all departments are met, creating a flexible and agile environment.
- Works closely with Director, IT, and other technology-focused staff members to ensure cohesive, informed solutions are provided throughout WFYI.

POSITION QUALIFICATIONS

- Bachelor's degree in related field required.
- Minimum seven years relevant technology experience with proven ability to provide strategy, implement technology projects, work collaboratively, prioritize objectives, maintain technical and RF facilities.
- Creative and visionary thinker with ability to translate ideas into action and understand and express business impact of emerging technologies.
- Demonstrated experience leading a diverse team to support organizational goals.
- Demonstrated experience effectively managing complex projects, large budgets, setting and accomplishing goals while managing dynamic priorities.
- Demonstrated skill and successful experience in organizational change and transition management, including creating efficiencies, and implementing new and emerging technologies, including new/revised work processes.
- Demonstrated effective project management skills.
- Ability to explain highly complex technical projects in easy-to-understand terms to non-technical colleagues and leaders.
- Experience with both TV and Radio technology is preferred, with a strong understanding of the technology necessary to support a growing digital presence.

Experience with filing FCC licensing and maintaining compliance with FCC part 73 rules and regulations preferred.

- Strong leadership, supervisory, interpersonal skills.
- Demonstrated ability to manage budgets effectively.
- Excellent communications skills.
- Ability to foster a motivated mindset among staff with the ability to drive both strategic and tactical efforts, as necessary.
- A self-starter with ability to work independently, with strong drive to achieve goals.
- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

How to Apply

Send cover letter (including salary requirements) and resume to: hr@wfyi.org, Human Resources, WFYI, 1630 N. Meridian St, Indianapolis, IN 46202, on or before December 4, 2017.

PLEASE NO PHONE CALLS OR WALK-INS

News Reporter/Anchor

The news position will be a news anchor and multimedia reporter for All Things Considered. The primary responsibility will be to present the news in the local breaks of All Things Considered and update and report breaking stories on air and online. This person will also contribute to the daily news meeting submitting potential news story ideas and helping to vet others. The position will report to the News Director.

Major Responsibilities

- Write, produce and anchor newscasts during local breaks in All Things Considered.
- Report and update multimedia news content.
- Support social media for WFYI news.
- Work with news director on covering stories of local and state interest.
- Take part in election and other special coverage of local and state events.
- Fill in as an anchor on other news programs.
- Contributes to live events and live or taped radio shows.
- Build expertise on general assignment news in the city and surrounding listening areas to generate ideas for spot news and 2-way interviews with news makers.
- Report a 2-way interview a month with a newsmaker in the listening area, these will air on Morning Edition and All Things Considered.

Required Qualifications

- Bachelor's degree.
- A demonstrated interest in public media.
- Experience as a host or newscaster preferred – must demonstrate the ability to deliver in the NPR-style and match the national tone.
- Advanced skills in sound editing and studio production.
- Experience in news writing, editing and reporting for print, online or broadcast media.
- General assignment reporting experience preferred.
- Experience with social media platforms.
- Core values: Must possess shared Indiana Public Broadcasting core values of resourcefulness, creativity, non-biased objectivity, and ability to work diligently.
- Ability to excel in a team environment with a high level of personal motivation.

How to Apply

Please send cover letter and resume to hr@wfyi.org, or to Human Resources, WFYI Public Media, 1630 North Meridian Street, Indianapolis, IN 46202-2389 on or before January 2, 2018.

PLEASE, NO PHONE CALLS OR WALK-INS.

Marketing Manager

The WFYI Marketing and Promotions Manager assists with the on-air, online and on location promotions of WFYI Public Media, reporting to the Marketing and Promotions Director. This position works closely with the rest of the marketing team, proactively managing aspects of WFYI's digital marketing efforts and helping build awareness of the organization's programs and initiatives through regular communications, specific campaigns and special events in an effort to attract new viewers, listeners and members.

MAJOR RESPONSIBILITIES

- Developing, writing and editing content for members magazine, newsletter, web site, press releases, TV and radio promos and various other marketing and promotional materials
- Managing all aspects of e-marketing campaigns, including developing and maintaining segmented databases and measuring campaign results through open rates, click-through rates and other metrics
- Assisting with development and implementation of data-driven strategies for marketing and promotional campaigns
- Assisting with internal and external communications, collaboratively working with all organizational departments in support of strategic plan to become market leader in local, national and global news and impact identified community issues
- Assisting with maintaining WFYI's social media presence
- Assisting with planning and execution of promotional events and contests
- Developing and executing plan for regular public speaking appearances by station personnel
- Representing organization at promotions and community events
- Working with our graphic designer to create e-blasts, event signage, fliers and other collateral
- Creating and maintaining media databases
- Other duties as assigned

DESIRED SKILLS AND EXPERIENCE

- Strong writing, speaking and organizational skills with specific attention to detail
- Bachelor's degree in Marketing, Public Relations, Communications or related field
- 3-5 years of experience or training in marketing, public relations, promotion, media or related field
- Experience with email campaigns and online content management systems
- Ability to work collaboratively with a team and independently with little supervision
- Ability to manage multiple projects simultaneously and meet deadlines
- Experience writing using AP Style
- Good interviewing and research skills
- Experience with most common social media platforms (familiarity with Tweetdeck a plus)

- Experience with web and social media analytics
- Experience with e-marketing software (familiarity with Delivra a plus)
- Strong computer skills with Microsoft Office products (Adobe Creative Suite experience a plus)
- Basic photography skills (audio and video production skills a plus)
- Highly motivated individual who enjoys being part of a team and being accountable for individual work
- Flexibility to work occasional evening or weekend hours during special events
- Familiarity with and passion for public media
- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

How to Apply

Send cover letter, including salary requirements, and resume to: hr@wfyi.org, Human Resources, WFYI, 1630 N. Meridian St, Indianapolis, IN 46202, on or before Monday, November 27, 2017.

PLEASE NO PHONE CALLS OR WALK-INS

Marketing Creative Specialist

DESCRIPTION

Responsible for creative development and implementation of high quality and technically accurate print, website, digital and interactive visual content, incorporating industry best practices. Serves in customer service role to provide creative ideas to all WFYI departments, working collaboratively with all staff to ensure outstanding quality of all marketing and promotions materials. Serves as key team member of the Marketing and Promotions Department, working closely with all members of the team.

RESPONSIBILITIES

Directly responsible for creating marketing and promotions materials which represents WFYI as an exceptional community resource, providing the highest quality product through collaboration among all department staff members and internal customers. This result will be accomplished through:

- Serving as a creative resource for all elements of Marketing and Promotions projects, building relationships with all WFYI staff members who might need our services.
- Providing creative design and graphic ideas for all assigned projects, including website graphics for print and/or digital media.
- Delivering unique, high quality design and graphic projects which represent the message of WFYI and the initiatives assigned.
- Responsible for design and graphic elements of all publishing with Member Magazine, on-line elements, requested on-air elements, special initiatives assigned from Director and other departments.
- Providing creative design and graphic production elements for WFYI special events in house and on location.
- Ability to assist occasionally with marketing exhibits and displays at station events in the evenings and on weekends.
- Providing complete file preparation, conducting press checks and coordinating communication with vendors, including the competitive bidding process, as needed.

QUALIFICATIONS

- Graduate of four-year accredited college or university. Degree in Marketing or Graphic Design preferred.
- Exceptional knowledge of marketing and brand messaging techniques.
- 3-7 years of experience in graphic design and/or publishing industry.
- Demonstrated expertise in Adobe Creative Suite and Microsoft Office Suite.
- Core skills of graphic design required, combined with desire to impact success beyond design alone, including ability to serve as an integral member of an in-house marketing department.

- Demonstrated experience with and an understanding of the printing process; familiarity with HTML and email vendors such as Delivra or Constant Contact, and Web Content Management Systems (CMS).
- Exhibited exceptional written and oral communication skills.
- Demonstrated ability to work independently and collaboratively among teams, with drive to identify and exceed customer expectations.
- Ability to listen to the needs of customers and respond collaboratively.
- Experience in a broadcasting organization or non-profit preferred.
- Demonstrated creative, design, and organizational skills.
- Demonstrated self-starter who can work with minimal supervision and meet strict deadlines.
- Desire to serve as leading learner of new technologies, bringing applicable ideas to staff and leadership.
- Flexible, adaptive style in working with many varied audiences.
- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

How to Apply

[APPLY HERE: MARKETING CREATIVE SPECIALIST](#)

[REFER SOMEONE TO THIS POSITION](#)

PLEASE NO PHONE CALLS OR WALK-INS

Director, Grants and Foundation Relations

WFYI Public Media, Inc.

An Equal opportunity, Affirmative Action Employer
Is now accepting applications for:

- Position Title: **Director, Philanthropic Giving**
- Classification: Regular, full-time
- Salary: Commensurate with experience, salaried
- Reporting Relationship: Reports directly to Chief Development Officer, from whom overall direction is received. Works closely with all WFYI leaders, particularly related to specific funding needs and deliverables.
- Position Description: This position holds responsibility for fulfilling funding needs of WFYI through Foundation and other grant making opportunities, by applying for grants and working with WFYI staff to ensure grant deliverables are achieved and reporting is completed effectively with each funder. Building knowledge and relationships with philanthropic funders is essential to the success of this position.
- Major Responsibilities:
- Seeking grants that align with WFYI's Strategic Plan (grants totaling \$1 million+/year).
 - Identifying and responding to grant opportunities relevant to WFYI operations, capital acquisitions, and specific station projects.
 - Developing funding proposals, including project budgets.
 - Reporting on grant-funded activities, both internally and externally.
 - Working closely with internal staff to ensure grant deliverables and budgets are achieved.
 - As a key member of the Development team, participating in departmental and organizational initiatives and events.
 - Working with multiple departments to fully understand and describe projects and budgets.
 - Maintaining accurate, current, and detailed records related to organizational and grant activities.
 - Providing support to Chief Development Officer and other Development Directors.
 - As requested, working with MIPM and WFYI Foundation Boards on specific funding goals and initiatives.
 - Special projects and other duties, as assigned.
- Qualifications:
- Demonstrated success in grant acquisition and fulfillment.
 - Bachelor degree required, with philanthropic study focus preferred.

- Minimum of five years' experience in foundation, grant writing and administration preferred.
- Excellent project management skills.
- Exemplary written communication skills.
- Excellent interpersonal skills and ability to work both independently and in a team environment.
- Experience in nonprofit organization and/or public media preferred.
- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

To Apply: Provide cover letter, resume, professional writing sample, and salary requirements to hr@wfyi.org, Human Resources, WFYI Public Media, 1630 North Meridian Street, Indianapolis, IN 46202, no later than **Monday, January 22, 2018**. Incomplete materials will not be considered. Please, no phone calls or walk-ins.

Corporate Underwriting Marketing Coordinator

Position Overview:

- Responsible for supporting the Account Executive team, including creating marketing and sales materials
- Responsible for sponsor fulfillment for production packages and digital inventory
- Responsible for management of sponsor trade portfolio, including fulfillment of trade logistics

Major Responsibilities:

- Management of sponsor trade portfolio & small account portfolio
- Marketing materials
- Digital fulfillment for sponsorship agreements (web, enews, magazine)

The above responsibilities will be achieved through:

Sponsorship & Underwriting:

- Work with Corporate Underwriting Director to create multi-platform packages, industry and audience profiles, sales tools and marketing materials to facilitate the sales process
- Support Account Executives with proposals and marketing support
- Manage fulfillment for production packages that include multiple sponsors
- Manage magazine, enews and digital inventory, including scheduling ads and pulling reports for clients
- As requested, assist with limited sponsor trade, including facilitating trade requests and fulfilling deliverables

Marketing & Events:

- Assist with marketing functions in development, including creation of invitations, managing contests, updating development department web content and marketing campaigns to promote development initiatives
- Assist with ticket fulfillment for membership and coordinate details for Meet & Greet opportunities
- Assist Event Manager with station events and information tables
- Assist with Silent Auction solicitation & auction logistics for Wine Fest

Administrative:

- Manage in-kind documentation for reporting
- Serve as backup for Corporate Development Office Manager duties, including contracts, traffic
- Serve as back up to front desk

- Provide administrative support for Chief Development Officer and Development Directors
- Other duties, as assigned

Position Qualifications:

- Working knowledge and proficiency in InDesign and Photoshop, Microsoft Word, Excel and PowerPoint
- Exceptional interpersonal, written and verbal communication skills
- Demonstrated self-starter who can meet deadlines and successfully manage multiple assignments, prioritize and track multiple projects at various levels of completion
- Ability to work independently and collaboratively among teams, with drive to take initiative
- Exceptional organization skills, with the ability to prioritize
- Bachelor degree in marketing, communication, non-profit or similar/related field
- Knowledge & passion for public media
- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day

How to Apply

Provide cover letter, resume, and salary requirements to hr@wfyi.org, Human Resources, WFYI Public Media, 1630 North Meridian Street, Indianapolis, IN 46202, no later than Monday, January 22, 2018. Incomplete materials will not be considered.

PLEASE NO PHONE CALLS OR WALK-INS

Events Manager

Manager, Events, holds responsibility for successful implementation of major station events, ensuring the event purpose is clearly defined, budget expectations are met, handles logistics and organizes station staff and volunteers.

Major Responsibilities:

- Is responsible for coordinating all elements of successful implementation of station events. Works with Director of Corporate Underwriting on Event strategy for station events, engagement opportunities and information tables, including:
 - Plan and execute all logistics in advance, day of and post-event
 - Manage vendor relationships, including negotiating competitive/best pricing
 - Manage budgets, purchase orders, in-kind contributions
 - Work with underwriting department to coordinate sponsor fulfillment
 - Work with Marketing and Promotions department to ensure proper promotion to achieve target attendance
 - Create FM & TV spots for event promotion
 - Work with volunteer manager to define opportunities for volunteer involvement
 - Sponsorship management pre, during and post events*
 - Oversee RSVPs / tickets for all events, run reports
- Maintain the station Calendar of Events and coordinate with appropriate departments to ensure all events are adequately staffed.
- Serve as a liaison across departments to assist with special events including but not limited to information tables, character appearances and screenings.
- Provide regular, detailed reports on activities and accomplishments to Director of Corporate Underwriting, Senior Management, and to Board of Directors (as requested).
- Participate in organizational and departmental projects and activities
- Manage Corporation for Public Broadcasting procedure & reporting for trades and donation
- Manage the trade requests and relationships with vendors and sponsors, including facilitating on-air messaging or digital ads

Qualifications

- Self-starter with ability to work independently, with strong drive to achieve goals
- Excellent verbal and written communication
- Agile learner, with a history of successful problem solving and resolution
- Provide excellent client service at all times for both internal and external customers & keep a level head under pressure
- Proven ability to juggle several priorities simultaneously
- Proven ability to collaborate with internal and external stakeholders
- Computer skills, specifically Microsoft Word, Excel and PowerPoint.
- 3+ years in similar position Bachelor's degree preferred

- Passion for WFYI Public Media/ High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

How to Apply

Send cover letter (including salary requirements) and resume to hr@wfyi.org, Human Resources, WFYI Public Media, 1630 North Meridian St., Indianapolis, Indiana 46202 on or before Monday, January 29, 2018. Please no phone calls or walk-ins.

WFYI is an equal opportunity, affirmative action employer.

RJC Business Reporter

Indiana Public Broadcasting

An Equal Opportunity, Affirmative Action Employer is now accepting applications for

Job Title: **Business Reporter, Regional Journalism Collaborations**

Classification: Full Time, Exempt, Temporary (one-year, collaboratively-funded assignment, with possibility for continuation)

Salary: Commensurate with experience, includes WFYI benefits package

Reporting Relationship: This position is a member of Indiana's Corporation for Public Broadcasting founded Regional Journalism Collaboration, Indiana Public Broadcasting. It is based at WBAA (West Lafayette), with statewide reporting responsibilities, reporting directly to the RJC Statewide Managing Editor.

Position Description: The RJC Business Reporter produces compelling radio, television and digital business stories for 12 Indiana Public Broadcasting stations and contributes stories to National Public Radio. The reporter will immerse him- or herself in communities in Indiana to discover and report on important business and economy issues these communities face. The RJC Business Reporter will craft narrative stories that use characters, scene and sound in creative ways to help people understand complex issues. This position requires advanced skills in news reporting, sound and video editing, and studio and field production, as well as skill in writing and producing stories for web.

Major Responsibilities:

- Reports and produces audio and video stories for broadcast and digital platforms.
- Writes and produces high quality digital stories, appropriate for distribution to statewide news outlets.
- Takes high quality photographs to accompany digital stories.
- Builds expertise on business and economics by getting to know the communities in Indiana and by attending workshops and doing background research, to generate ideas for spot news and high quality enterprise and investigative stories.
- Contributes to editorial meetings and works collaboratively with the statewide team and local stations to conceive and execute stories and series, occasionally fills in on local coverage at WBAA.
- Contributes ideas for interactive graphics and web videos and collaborates to produce them.
- Contributes to live events and live or taped radio shows.

Qualifications:

- Bachelor's degree in Journalism or equivalent work experience required.
- Advanced skills in sound editing and studio and field production, ability to edit video or desire to learn video editing required
- A minimum of two years reporting experience in news writing, editing and reporting for print, online or broadcast media
- Expertise in business, agriculture, economic public health, social or health sciences or social work preferred
- Must have experience with social media platforms and community engagement tools and with producing in content management systems such as Core Publisher or WordPress.
- Core values: Must possess shared Indiana Public Broadcasting core values of resourcefulness, creativity, non-biased objectivity, and ability to work diligently.
- Ability to excel in a team environment with a high level of personal motivation.

To Apply: Send cover letter and resume to hr@wfyi.org, Human Resources, WFYI Public Media, 1630 North Meridian Street, Indianapolis, IN 46202-2389 on or before January 2, 2018. Please, no walk-ins or phone calls.

WFYI [METROPOLITAN INDIANAPOLIS PUBLIC BROADCASTING, Inc]
EEO PUBLIC FILE REPORT
Stations Comprising Station Employment Unit WFYI-TV and WFYI-FM
04/1/18 – 03/31/19

APPENDIX 2. MASTER RECRUITMENT SOURCE LIST

Source Entitled to Vacancy Notification	No. of Interviewees Referred by RS over 12 month period	RS#	Organization & Address
No	0	1	AARP-SCEP – No Longer Available 317-244-8117 (fax) scwmarion@aol.com
No	0	2	Affiliate Center: Community Alliance of the Far Eastside Ann Marie Predovich 3724 N. Mitthoeffer Rd. Indianapolis, IN 46236 317-890-3288
No	0	3	ProductionHUB.com – No Longer Available Tara Withrow 801 W. Fairbanks Ave. Winter Park, FL 32789 classifieds@productionhub.com
Yes	0	4	Anderson University career@anderson.edu
No	0	5	Ball State University kdrunyon@bsu.edu Career Center – Lucida Bldg Muncie, IN 47306 765-285-2436
No	0	6	Ball State University Joe Misiewicz Dept of Telecommunications E.F. Ball Bldg Muncie, IN 47306 765-285-2446
Yes	0	7	Butler University 2835 N. Illinois St. Indianapolis, IN 46208 career@butler.edu
No	0	8	Career Development Network Michael Batten 1350 N. Pennsylvania St. Indianapolis, IN 46202 mbatten@damien.org

No	0	9	Center for Leadership Development Helen Baker Job Placement Services 3526 Washington Blvd Indianapolis, IN 46205 317-940-9653
No	0	10	Christamore House Olgen Williams 502 N. Tremont St. Indianapolis, IN 46222 317-635-7211
No	0	11	CICOA Senior Employment Access Liz Hightower 4755 Kingsway Dr. Indianapolis, IN 46205 317-803-6060
no	0	12	Citizens Multi Service Center CLOSED Florence Alexander 601 E. 17 th St. Indianapolis, IN 46202 317-926-2351
no	0	13	Concord Center Niki Girls 1310 S. Meridian St. Indianapolis, IN 46225 317-637-4376
No	0	14	Crooked Creek Multi-Service Center Helen Lands 2990 W. 71 st St. Indianapolis, IN 46268 317-293-2659
No	0	15	Depauw University www.depauw.edu/admin/career
No	0	16	Fathers and Families – No Longer Available Darryl Lewis 317-630-2463 (fax)
No	0	17	Flanner House William Sears 2424 Dr. Martin Luther King Dr. Indianapolis, IN 46208 317-925-4231
No	0	18	Forest Manor Multi Service Center – No Longer Available Regina Marsh 5603 East 38 th St. Indianapolis, IN 46218 317-545-1204
No	0	19	Hawthorne Social Service Association Diana Arnold 2440 W. Ohio St. Indianapolis, IN 46222 317-637-4312

No	0	20	Hispanic Center – Attn: Susan Haber – closed 617 E. North St. Indianapolis, IN 46204 317-636-6551
No	0	21	Hispanic Education Center Secretary 580 Stevens St. Indianapolis, IN 46203 317-634-5022
No	0	22	Indiana Association of Black Journalists James Patterson ATTN: Job Opportunities PO Box 441795 Indianapolis, IN 46244-1795 317-633-1240
No	0	23	Indiana Black Expo Faith Barrett 3145 N. Meridian St. Indianapolis, IN 46208 317-925-2702
Yes	0	24	Indiana Department of Workforce Development bbrown@dwd.state.in.us
No	0	25	ITT Technical Services Bill Kingery 9511 Angola Court Indianapolis, IN 46268 317-875-8640
No	0	26	Indiana Wesleyan University No Longer Available Life Calling & Leadership 4201 S. Washington St. Marion, IN 46953 765-677-2257
Yes	0	27	Indiana University Kelley School of Business Randall Powell Undergraduate Career Services 10 th Street & Fee Lane Bloomington, IN 47405 812-855-5317
No	0	28	Indianapolis Urban League Brian McDonald Employment Specialists 850 N. Meridian St. Indianapolis, IN 46202
No	0	29	John H. Boner Community Center James Taylor 2236 E. 10 th St. Indianapolis, IN 46203 317-633-8210

No	0	30	Marian College Dave Roberts Career Services Officer 3200 Cold Spring Rd. Indianapolis, IN 46222 317-955-6341
No	0	31	Martin University Pat Thomas Job Placement Office 2171 Avondale Place Indianapolis, IN 46218
No	0	32	Martin Luther King Multi-Service Center P. Diane Jackson 40 W. 40 th St. Indianapolis, IN 46208 317-923-4581
No	0	33	Mary Rigg Neighborhood Center Robert Burgbacher 1920 W. Morris St. Indianapolis, IN 46221 317-639-6106
Yes	0	34	I.U. Career Dev Ctr career@indiana.edu 625 N. Jordan Bloomington, IN
No	0	35	Southeast Multi-Service Center William Hubbs 901 S. Shelby St. Indianapolis, IN 46203 317-236-7400
No	0	36	Southwest Multi Service Center – closed Diana Arnold 5333 W. Washington St. Indianapolis, IN 46241 317-241-5588
No	0	37	Supportive Employment John Pavlack 964 Pennsylvania Ave. Indianapolis, IN 46208 317-554-5700
No	0	38	Training Inc. – No Longer Available Cindy Gosser cgosser@traininginc.org
No	0	39	Ten Point Coalition Minister Douglas Harriston Job Training Program 317-924-0733
no	0	40	University of Indianapolis Corey Wilson Career Services 1400 E. Hanna Ave. Indianapolis, IN 46227 317-788-3296

No	0	41	UMANNA Organization – No Longer Available Dominick Anyanwu 317-894-1557 (fax)
No	0	42	YMCA Lou Drexler 615 N. Alabama St. Indianapolis, IN 46204 317-266-9622
No	0	43	YWCA Christy Downton 4460 N. Guion Rd. Indianapolis, IN 46254 317-299-2750
Yes	17	44	WFYI Website
Yes	12	45	WFYI Employee / Board of Directors referral
Yes	10	46	WFYI Internal Candidate
Yes	0	47	INDIANAPOLIS STAR 307 N. Pennsylvania St. Indianapolis, IN 46204 317-444-4000
Yes	0	48	INDIANAPOLIS STAR WEBSITE CareerBuilder.com
Yes	0	49	Current 1612 K St. NW #704 Washington, DC 20006 202-463-7055
Yes	0	50	NUVO, alternative weekly newspaper NUVO Website
Yes	0	51	INET – State Website
Yes	0	52	PBS Website
Yes	0	53	Charitable Advisors Newsletter / Website
Yes	0	54	Center for Philanthropy Newsletter / Website
Yes	0	55	Non Profit News.com
Yes	0	56	CPB Jobline Website
Yes	0	57	Indiana Broadcasters Assn
No	0	58	Resumes on file from previous search
Yes	0	59	Craigslist.com
No	0	60	Monster.com
No	0	61	Temporary Service
No	0	62	Social Media Station Site
No	0	63	Head Hunters
No	0	64	Assn of Fundraising Professionals – Indiana
No	40	65	Indeed.com
No	0	66	Linked IN
No	0	67	Diversity.com
No	0	68	JournalismJobs.com
No	0	69	National Assn Black Journalists
No	0	71	Assn of Fundraising Professionals – National

No	0	72	Indiana State University Indstate.edu/career
No	0	73	IUPUI iupui.edu/career
No	0	74	WFYI Employee social media pages/postings
No	0	75	Simply Hired
No	0	76	PRINDI (Public Radio News Directors, Inc.)

Marketing Creative Specialist

DESCRIPTION

Responsible for creative development and implementation of high quality and technically accurate print, website, digital and interactive visual content, incorporating industry best practices. Serves in customer service role to provide creative ideas to all WFYI departments, working collaboratively with all staff to ensure outstanding quality of all marketing and promotions materials. Serves as key team member of the Marketing and Promotions Department, working closely with all members of the team.

RESPONSIBILITIES

Directly responsible for creating marketing and promotions materials which represents WFYI as an exceptional community resource, providing the highest quality product through collaboration among all department staff members and internal customers. This result will be accomplished through:

- Serving as a creative resource for all elements of Marketing and Promotions projects, building relationships with all WFYI staff members who might need our services.
- Providing creative design and graphic ideas for all assigned projects, including website graphics for print and/or digital media.
- Delivering unique, high quality design and graphic projects which represent the message of WFYI and the initiatives assigned.
- Responsible for design and graphic elements of all publishing with Member Magazine, on-line elements, requested on-air elements, special initiatives assigned from Director and other departments.
- Providing creative design and graphic production elements for WFYI special events in house and on location.
- Ability to assist occasionally with marketing exhibits and displays at station events in the evenings and on weekends.
- Providing complete file preparation, conducting press checks and coordinating communication with vendors, including the competitive bidding process, as needed.

QUALIFICATIONS

- Graduate of four-year accredited college or university. Degree in Marketing or Graphic Design preferred.
- Exceptional knowledge of marketing and brand messaging techniques.
- 3-7 years of experience in graphic design and/or publishing industry.
- Demonstrated expertise in Adobe Creative Suite and Microsoft Office Suite.
- Core skills of graphic design required, combined with desire to impact success beyond design alone, including ability to serve as an integral member of an in-house marketing department.

- Demonstrated experience with and an understanding of the printing process; familiarity with HTML and email vendors such as Delivra or Constant Contact, and Web Content Management Systems (CMS).
- Exhibited exceptional written and oral communication skills.
- Demonstrated ability to work independently and collaboratively among teams, with drive to identify and exceed customer expectations.
- Ability to listen to the needs of customers and respond collaboratively.
- Experience in a broadcasting organization or non-profit preferred.
- Demonstrated creative, design, and organizational skills.
- Demonstrated self-starter who can work with minimal supervision and meet strict deadlines.
- Desire to serve as leading learner of new technologies, bringing applicable ideas to staff and leadership.
- Flexible, adaptive style in working with many varied audiences.
- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

How to Apply

[APPLY HERE: MARKETING CREATIVE SPECIALIST](#)

[REFER SOMEONE TO THIS POSITION](#)

PLEASE NO PHONE CALLS OR WALK-INS

IPB Talk Show Host Producer

Description

This host/producer will convene conversations about issues and events important to Indiana in a new, 1-hour, weekday talk show that will air on Indiana public radio stations. Successful candidates will have significant interviewing experience and proven on-air skills. The host/producer is part of a 14 person statewide journalism team that reports on the intersections of people and policy in Indiana -- for web, radio news magazines, television and a new radio talk show.

Essential Functions and Responsibilities

The IPB News Talk Show Host/Producer's primary responsibility is to lead dynamic, balanced, informative conversations on live radio, five days a week. They will identify interesting and impactful topics and direct the talk show's producers to learn the relevant perspectives, book those representatives and engage public conversation. This is not a traditional call-in talk show: Engagement with the audience will primarily be done through email, social media and web-based digital tools. The Host/Producer will also work with all members of the statewide team to extend and deepen daily and enterprise reporting through the talk show.

Responsibilities Include:

- Lead dynamic, balanced, informative conversations on live radio, five days a week.
- Work with the IPB Managing Editor, the talk show producers and partner stations to identify valuable topics and guests, with a special focus on the intersections of people and policy.
- Research to understand topics, and host enriching conversations that report context.
- Contribute to IPB News editorial meetings and work collaboratively with the statewide team and local station reporters.
- Manage and supervise a staff of two producers.
- Lead the production of a large quantity of work on deadline that matches the quality of NPR and PBS productions.
- Represent the statewide team and partner stations in community engagement activities as needed.

Qualifications:

- Bachelor's degree in journalism or equivalent work experience required
- Knowledge and understanding of journalism ethics and an in-depth understanding of public media principles
- A minimum of two years of on-air experience
- Demonstrated interviewing skills in a journalistic setting
- Excellent written, oral, and team communication skills, including attention to detail

- Flexibility of schedule and ability to travel required, as position may entail some travel throughout Indiana to report and produce the show from different locations

Knowledge, Skills, and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform this job successfully.

- Ability to analyze information from different fields
- An aptitude for managing dynamic conversations on live radio to keep them respectful and balanced
- Ability to participate in multiple projects and partnerships in a changing environment
- Experience with social media platforms and community engagement tools
- High energy and passion for growing public media's journalism service in Indiana, regionally and nationally

Statewide Team Structure

IPB News team members are based across the state:

- Managing Editor (in Indianapolis)
- Government/politics (one reporter, at the Statehouse)
- Energy/environment (one reporter, in Bloomington)
- Business/economics (two reporters, in West Lafayette and Elkhart)
- Education (one reporter, in Bloomington)
- Health/science (one reporter, in Indianapolis)
- Bilingual reporter to provide coverage on all beats (one part-time reporter, in Evansville)
- Video reporter/producer to provide and support coverage on all beats (one reporter, in Indianapolis)
- Digital producer (one reporter/digital editor, in Indianapolis)
- Community engagement (one project manager, in Indianapolis)
- Talk show host/producer (full time, in Indianapolis)
- Talk show executive producer (full time, in Indianapolis)
- Talk show assistant producer (part time, in Indianapolis)

Physical Demands

The physical demands described here are representative of those an individual must meet in order to successfully perform the essential functions of this job. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

Must Have

- Ability to sit or stand for extended periods of time and to move intermittently throughout the workday.
- Strong sensory skills, such as good hearing.
- Good speaking and listening skills.
- Ability to perform focused work with close attention to detail.
- Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- Ability to interact with others, both in person and through phone, e-mail, and written correspondence.

How to Apply

[APPLY HERE](#)

[REFER A FRIEND](#)

Please no phone calls or walk-ins.

IPB News Managing Editor

IPB News was established by nine Indiana Public Broadcasting stations in 2015 to share resources, extend services, grow audience and fill the news gaps left by declining funding for print and television news. It began as a statewide team of beat reporters and other specialists, based in northern, central and southern Indiana. In 2019, the team is expanding with new positions and a statewide radio show.

This job is an opportunity to increase ongoing, in-depth reporting and its impacts -- locally, statewide, regionally and nationally. We're looking for a strong editor who can lead impactful coverage that corresponds with the IPB News mission.

POSITION PURPOSE

The primary duty is to manage a team of statewide field journalists to produce hard-hitting, multi-platform, high-quality news content and community engagement that can both inform and build our audience.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

ESSENTIAL FUNCTIONS

The IPB News Managing Editor's primary responsibility is to direct and manage the work of the statewide team, including other responsibilities as defined below or determined necessary to meet the needs of the position and ensure the success of the team.

Management

- Team Structure

This complex work involves leading the 13-member statewide team of specialized beat reporters, a statewide talk show host, producers and a community engagement coordinator. All of these positions are grant-funded for three years with the possibility of extension. Partner stations also contribute funding for this collaboration and intend to sustain it.

The statewide team reports on the intersections of people and policy, within five beats:

- Government/politics (one reporter)
- Energy/environment (one reporter)
- Business/economics (two reporters)
- Education (one reporter)
- Health/science (one reporter)
- Bilingual reporter to provide coverage on all beats (one part-time reporter)
- Video reporter/producer to provide and support coverage on all beats (one reporter)

- Digital producer (one reporter/digital editor)
- Community engagement (one project manager)
- Talk show host/producer (full time)
- Talk show executive producer (full time)
- Talk show assistant producer (part time)
- Day-to-Day / Projects
 - Lead multi-platform investigations, long-form narrative pieces and daily reporting. Make assignments by evaluating story pitches based on newsworthiness. Edit daily for a statewide team of field journalists.
 - Work with the new IPB video reporter/producer to grow video deliverables for web and IPB News television stations. Lead effort to attract IPBS television-only stations to the collaboration.
 - Support and strengthen our culture of accountability, professional growth, collaboration and innovation.
 - When appropriate, assign and edit for station-based reporters (non-statewide, local reporters) in breaking news situations.
 - Develop protocols for breaking news coverage in partnership with stations to provide timely and reliable reporting for broadcast and digital platforms.
 - Ensure the products produced use AP and broadcast style, exemplify the best public media practices and match the national public media frame and tone.
 - Ensure that content and reporters maintain high journalistic standards. Ensure accuracy, thoroughness and fairness are central to all content presented.
 - Fulfill other administrative duties; e.g. maintain required documentation, approve timesheets, make schedules.
 - Increase the number of Indiana stories published on national outlets, such as NPR.

Liaison to Partner Stations

- Beyond specific coverage assignments and editing, the Managing Editor contributes to, and sometimes leads, internal communication within the partnership to ensure General Managers, News Directors and IPB journalists understand the projects' short-term goals and collaborate to form its long-term goals.
- Provide partner stations with statewide coverage plans on a daily, weekly and longer-term basis.
- Support strong relationships with partner stations and identify opportunities for collaborative news projects.
- Identify and facilitate any necessary changes to the statewide content sharing practices.

Build Audience & Community Engagement

- Work with the IPB News community engagement manager and partner stations to complete regular community engagement events in northern, central and southern Indiana. The managing editor will direct these events to further the impact of the statewide reporting products.

- Partner with stations and Side Effects Public Media (regional health journalism collaboration based at WFYI) to further unique reporting services through overlapping interests and by sharing audience.
- Direct the statewide team to use input and information gained at community engagement events to deepen reporting. These events should seek input from Indiana communities and discover new reporting veins that are relevant to local, statewide, regional and national audiences.

OTHER FUNCTIONS

- Fulfill other administrative duties; e.g. maintain required documentation, including carriage reports, prepare reports to grantors and/or funders.
- Lead team meetings in a manner that will ensure open communication and collaborative teamwork.
- Meet with team members on a regular basis to gain insight and input that will continue to benefit the ongoing success of the team and its projects.
- Report updates and recommendations to relevant stakeholders.
- Some travel required
- Perform other duties as assigned.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience unless otherwise noted below.

The Managing Editor has proven editing skills, management experience and will ensure adherence to best practices in public media journalism guidelines.

- Bachelor's degree in journalism or a related field required
- At least five years of experience in public broadcasting or another high-visibility and high-impact journalistic field
- At least two years of editing and management experience required

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Proven knowledge and understanding of journalism ethics and an in-depth understanding of public media principles
- Ability to analyze information from different fields
- Ability to manage a team of journalists from various locations
- Demonstrated professional experience with multi-platform technologies and the ability to adapt material to a variety of platforms
- Ability and judgment to lead the production of a large quantity of work on deadline that matches the quality of NPR and PBS productions

- Experience with social media platforms and community engagement tools
- High energy and passion for public media's growing journalism service in Indiana, regionally and nationally

PHYSICAL DEMANDS

The physical demands described here are representative of those an individual must meet in order to successfully perform the essential functions of this job. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

Must have:

- Excellent communication skills.
- Ability to perform focused work with close attention to detail.
- Ability to operate the office equipment necessary to do the job.
- Ability to interact with others, both in person and through phone, e-mail, and written correspondence.

About Indiana Public Broadcasting Stations (IPBS)

IPBS represents nine NPR and eight PBS member stations working collectively to deliver free and accessible programming and educational services over the air, online and in classrooms. Stations are located in Bloomington, Elkhart, Evansville, Fort. Wayne, Indianapolis, Merrillville, Muncie, South Bend, Vincennes and West Lafayette. For more information, visit ipbs.org.

This description is intended to describe the general content of and requirements for the performance of this position.

It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

HOW TO APPLY

[APPLY HERE: IPB NEWS MANAGING EDITOR](#)

[REFER SOMEONE TO THIS POSITION](#)

Volunteer Manager

- Are you looking for a company that allows you to take ownership for your role and make a difference?
- Are you excited by the public media industry?
- Do you want to join a team of leaders that provide learning experiences to the Central Indiana community?

If your answer is YES to these questions, then learn more about the Volunteer Manager position with WFYI!

Position Purpose

The Volunteer Manager will champion a robust volunteer program for internal and external volunteer needs across all segments of the business and within the community. This role will align the volunteer skills to the volunteer needs of the organization and develop integrated solutions to support the management and tracking of volunteers and tours. This role builds partnerships across the organization and the community to enhance the culture of volunteerism within WFYI.

Essential Functions and Responsibilities

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

ESSENTIAL FUNCTIONS

Volunteer & Tour Operation

- Develop and implement volunteer program management strategies , including target audiences
- Develop and cultivate volunteer service descriptions for both short- and long-term opportunities
- Determine and deploy a database, application or record keeping system to house effective skills inventory
- Develop and oversee volunteer communication, training and recognition strategies, using technology and other means
- Develop a strategy for station tours
- Assist in the planning, execution, and staffing of community engagement, administrative and development events
- Manage the department budget for volunteers
- Manage all ordering of volunteer supplies as needed
- Serve on the community engagement team, providing planning and implementation support to community engagement, administration, and events teams.

Volunteer Program

- Manage and grow volunteer opportunities at WFYI to support our mission to increase engagement among individuals and groups
- Develop, promote, and maintain a wide range of volunteer opportunities within the organization
 - Meet and survey staff regularly to assess needs for volunteer assistance.
 - Ensure volunteers are staffed to support the various areas of operations
 - Recommend the most efficient use of volunteers, appropriate volunteer/supervisory mix, and future workforce needs to support volunteer program operations
- Develop and manage volunteer policies, procedures, and standards of volunteer service
- Organize and participate in volunteer recognition programs and special events
- Evaluate all aspect of volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation
- Provide ongoing support and guidance for volunteers
 - Act as the single point of contact for communications
 - Work with volunteers to promote interest, promote cooperation and support resolution for any issues that arise.

Tour Coordination

- Manage the station tour program to introduce youth and adults to the work of public media.
- Coordinate reservations for group tours
 - Handle telephone, voicemail, written, and e-mail inquiries for information regarding group visits
 - Maintain Group Tour schedule in an accurate and timely fashion
 - Build relationships with groups through service and follow up communication that results in return group visits
 - Conduct post-visit calls to track successes and identify problems so that relationships are maintained, and improvements are made

OTHER FUNCTIONS

- Lead project teams to determine the needs of the organization and community
- Serve as a member of the rec and morale committee
- Performs other duties as assigned.

Education and/or Experience

To perform this job successfully, an individual must have the following education and/or experience.

- Bachelor's degree is required

- Minimum of four years in volunteer management, volunteer coordination or tourism is required

Knowledge, Skills, and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Excellent verbal/written communication and interpersonal skills.
- Experience in working across business teams to meet the goals of the programs
- Strong interpersonal skills with the ability to effectively motivate employees, volunteers and teams.
- Demonstrated capability to conduct one's self in a calm and professional demeanor when dealing with the public and/or with difficult situations
- Knowledge of Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
- Ability to focus on details, handle multiple tasks, and remain highly organized in a fast-paced environment.
- Ability to learn and implement industry-related best practices.
- Willingness to adjust hours to accommodate the needs of the job
- Ability to effectively manage a wide array of tasks, projects, and responsibilities
Ability to work productively in an unstructured environment with frequent interruptions

Physical Demands

- Ability to sit for extended periods of time and to move intermittently throughout the workday.
- Ability to move in and between various facilities and handle exposure to inclement weather.
- Strong sensory skills, such as good eyesight, good hearing, and dexterity.
- Good speaking and listening skills.
- Ability to perform focused work with close attention to detail.
- Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- Ability to interact with others, both in person and through phone, e-mail, and written correspondence.
- Ability to lift up to 40 lbs.

How to Apply

Apply Here: [Volunteer Manager](#)

Controller

The Controller position leads the alignment of WFYI Finance and Accounting team goals and objectives across all segments of the organization. This role reports to the CFO and serves on the Senior Management Team and serves as a partner supporting all levels of WFYI stakeholders with an emphasis on activities related to finance and accounting related initiatives. The Controller will seek opportunities to develop integrated solutions and formulate partnerships across the organization to enhance the performance of the organization. The Controller utilizes internal control policies, procedures and industry best practices to ensure financial and regulatory reporting compliance and to ensure timely, accurate and consistent financial reporting that will assist management in making decisions vital and necessary to ensure success of the organization.

Essential Functions and Responsibilities

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

ESSENTIAL FUNCTIONS

The Controller will fulfill the following responsibilities by either performing the tasks personally or through supervision of Finance and Accounting Staff performing the tasks.

Management

- Responsible for planning, directing and coordinating finance and accounting operational functions; assesses finance and accounting operations, and development and implementation of continuous improvement recommendations; includes software system reviews and upgrades as needed.
 - Responsible for the development and implementation of finance and accounting policies and procedures designed in alignment with best practices that mitigate unnecessary risks to the operations of WFYI; includes internal control and compliance policies and procedures.
- Responsible for audit and tax activities, including regular independent audit activity and audit activities related to grant and regulatory guidelines.
- Responsible for the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated results; develops and monitors financial and operating performance metrics that provide management with information vital to their decision making.
- Responsible for development and implementation of WFYI's annual budget and related forecasting activities. Develops and implements budget project timeline, assist departments in preparation and presentation of their individual budgets to the Executive Leadership Team.
- Responsible for on-going management of finance and accounting staff including responsibility for the development and implementation of cross training and retention plans for the finance and accounting team as needed.

Reporting

- Responsible for distribution of timely, accurate and consistent stakeholder reports, including annual, quarterly and monthly financial reports, grants reports, regulatory reports, tax reporting and annual audited financial statements; includes:
 - Standard financial reports (Statements of Financial Position; Statements of Activities; Statements of Cash Flow; Management Discussion and Analysis of Variances).
 - CPB reporting: AFR, SABS, SAS and other reports as may be added from time to time).
 - Tax reporting.
- Responsible for distribution of timely, accurate and consistent management reports in Accounting/Finance system
 - Department reporting.
 - Product line reporting.
 - Grant reporting.
 - Temporarily Restricted Net Assets (TRNA) reporting.
 - Cash flow reporting.

Compliance

- Responsible for ensuring audited financials comply with generally accounting principles.
- Responsible for ensuring grants and regulatory reports comply with stated guidelines.
- Responsible for ensuring finance and accounting activities comply with local, state and federal government requirements.
- Responsible for ensuring financial and accounting contractual covenants are adhered to.

Compliance

- Responsible for all finance and accounting functions, including G/L and related subsidiary ledger activities (A/P, A/R, F/A and P/R); month, quarterly and year end closes.
- Responsible preparation of financial analyses for management's use as they consider capital investment, pricing and contract negotiation decisions.

OTHER FUNCTIONS

- Finance and Accounting liaison with various stakeholders, including other WFYI staff, Board and Committee members, regulatory agencies, sister stations, etc.
- Leads team meetings in a manner that will ensure open communication and collaborative results occur.
- Key supporter/contributor to grant management process.

- Meet monthly with each management team member to review budget vs actual goals to identify budget variances and projection adjustments. Reports recommendations to ELT and other relevant Stakeholders.
- Performs other duties as assigned.

Education and/or Experience

To perform this job successfully, an individual must have the following education and/or experience unless otherwise noted below.

- Bachelor's degree in Accounting or Finance.
- CPA or CMA experience.
- Minimum of seven years of advanced finance and/or accounting experience.
- Minimum of five years of experience in management of personnel.
- Experience in non-profit, not required but highly desirable.

Knowledge, Skills, and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

Must have:

- Strong supervisory skills with the ability to effectively motivate employees.
- Solid communication, interpersonal, technology, analytical and management skills.
- Knowledge of all aspects of finance and accounting principles, procedures and related reporting; including a strong understanding of all aspects of generally accepted accounting principles (GAAP).
- Strong knowledge of local, state, and federal government reporting requirements and tax filings.
- Ability to make recommendations to effectively solve problems, using judgment consistent with standards, practices, policies, procedures, regulations, and/or government law.
- Knowledge of Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
- Knowledge of various accounting software both user and administration skills.
- Ability to focus on details, handle multiple tasks, and remain highly organized in a fast-paced environment.
- Ability to learn and grasp industry-related regulatory requirements.

Physical Demands

The physical demands described here are representative of those an individual must meet in order to successfully perform the essential functions of this job. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Ability to sit for extended periods of time and to move intermittently throughout the workday.
- Ability to move in and between various facilities and handle exposure to inclement weather.
- Strong sensory skills, such as good eyesight, good hearing, and dexterity.
- Good speaking and listening skills.
- Ability to perform focused work with close attention to detail.
- Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- Ability to interact with others, both in person and through phone, e-mail, and written correspondence.

This description is intended to describe the general content of and requirements for the performance of this position.

It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

How to Apply

Director of Human Resources

- Are you looking for a company that allows you to take ownership for your role and make a difference?
- Are you excited by the public media industry?
- Do you want to join a team of leaders that provide learning experiences to the Central Indiana community?

If your answer is YES to these questions, then learn more about the Director of Human Resources position with WFYI!

WFYI Public Media empowers, educates, entertains and connects the community through impactful journalism, inspiring stories and lifelong learning. Currently, the organization is seeking a dynamic and motivated Director of Human Resources to join the team. The role will be responsible for aligning business and HR objectives with employees and management. This role serves as a partner to all levels of WFYI management. The Director of Human Resources seeks to develop integrated solutions and formulate partnerships across the organization to ensure fairness and consistency in employee and related actions.

Position

HR Administration and Compliance

- Assist in developing and implementing personnel policies and procedures; partners with management to communicate human resource policies, procedures, laws, standards, and government regulations; handles ongoing interpretation and tracking of policies and procedures.
- Participate in developing human resource goals, objectives, and systems; assists in evaluating and recommending new approaches, policies, and procedures to improve effectiveness.
- Assist with organizational budgeting and human resource department budget; budgets salary and wage expenses in collaboration with management.

Talent Acquisition

- Oversee, and partners with the hiring manager to conduct recruitment efforts for exempt and nonexempt employees; coordinates the requisition process, writes and places advertisements, performs background/reference checks; tracks applicants throughout the employment process using an applicant tracking system; ensure compliance with federal and state employment regulations.
- Craft effective recruitment sourcing strategies to build a strong candidate pipeline; builds and maintains relationships with employment agencies, universities, and other recruitment sources; collaborates with executive

leadership team (ELT) to manage and negotiate employment contracts and fees as appropriate.

- Manage and implement the new-hire onboarding program using appropriate systems; oversees all logistical considerations; provides training on all corporate information; ensures that the appropriate new-hire paperwork is completed accurately; assists management as necessary with their onboarding responsibilities; solicits feedback via orientation surveys.

Performance Management

- Oversee and coordinate the performance management program (e.g., performance review process, employee coaching and feedback, employee development); regularly drives reviews of the program and supporting tools and documents; makes recommendations for change as necessary.
- Partner with management on employee relations issues; provides guidance on addressing issues in accordance with policies, procedures, and historical practices; coaches managers through difficult conversations, and assists with performance improvement plans and performance warnings.
- Partner with management to navigate the employee termination process; provides coaching and support to ensure the best possible outcome; works with management to mitigate risks for the organization; completes exit interviews and shares results as appropriate.

Talent Management

- Oversee and manage the organization's employee engagement survey; reviews results and reports findings to management; facilitates discussions to identify possible solutions to employee engagement challenges.
- Partner with management to implement and maintain the organizations diversity and inclusion programs; develops initiatives collaboratively to ensure application to organizational strategy.
- Work with management to determine annual employee and management training needs; coordinates resources and/or facilitates sessions as needed.

Compensation and Benefits

- Administer the compensation program and makes recommendations as necessary to management; provides advice on pay decisions and increases; reviews for consistency in pay rates and makes recommendations as necessary regarding adjustments to maintain internal equity.

- Conduct and/or participates in annual salary surveys, analyzes overall compensation strategies, and revises as necessary.
- Coordinate and oversee the employee benefit/health program and vendor contracts as necessary; provides advice on benefits decisions and changes, handles benefits-related questions/complaints, and distributes annual benefits statements.

Qualifications

- Bachelor's degree in human resources or a related field is required.
- Minimum of four years of HR generalist experience is required, with a strong emphasis on employee relations.
- SHRM-SCP/SHRM-CP or PHR/SPHR designation is highly desirable.
- Ability to communicate clearly and effectively in all situations with strong problem-solving and organizational skills.
- Excellent verbal/written communication and interpersonal skills.
- Experience with human resource policy creation.
- Ability to objectively coach employees and management through complex and emotional issues.
- Strong knowledge of local, state, and federal employment laws.
- Ability to make recommendations to effectively solve problems, using judgment consistent with standards, practices, policies, procedures, regulations, and/or government law.

How to Apply

Apply Here: [Director of Human Resources](#)

Managing Editor - Side Effects

The Managing Editor provides editorial leadership for Side Effects Public Media, a regional collaboration including six public radio stations, headquartered at WFYI. The position manages a team of reporters who produce outstanding enterprise journalism that brings to light important public health issues in Indiana and the central Midwest.

Since this position is responsible for staff working from various locations, WFYI will consider candidates working remotely, with required regular visits to WFYI.

Major Responsibilities

- Edits, mentors and trains reporters to develop excellent enterprise reporting on health, suitable for carriage on stations throughout the region and republication in newspapers.
- Develops coverage plans, and guides reporting and story planning.
- Edits radio stories and web text and directs visual presentation of digital stories.
- Provides editorial oversight for Side Effects web site and related social channels, guiding the work of the Multimedia Reporter/Editor.
- Edits health-related spot news aired on Indiana's public radio stations.
- With possibility of performing duties remotely, sensitivity to building strong relationships, providing outstanding leadership, setting and monitoring expectations and providing excellent communications with team is vital.
- Works with the Community Engagement Specialist to develop community engagement efforts that reflect and support Side Effects journalism and local community needs.
- Works with Impact and Distribution Manager to ensure budgets, deliverables, and funder reporting are timely and accurate, and to contribute language and ideas for promotional and fundraising efforts.
- Works with Chief Content Officer to assess and refine Side Effects long-term strategy as a collaboration and regional news service.
- Works with News Director and Chief Content Officer to contribute health content to other platforms, including WFYI's radio shows, TV channel and digital platforms.
- Cultivates and maintains strong relationships with NPR News editors and national show editors and pitches reporter's stories to these outlets.
- Maintains strong relationships with station partner newsroom managers.
- Contributes editorial support to WFYI's local news team, covering a variety of topics. Will provide special editorial support on longer term enterprise projects on an occasional, as needed basis.
- Performs other duties as assigned by supervisor.

Qualifications

- Bachelor's degree in Journalism or equivalent work experience required.
- A minimum of five years in progressively responsible journalistic or editorial leadership roles.

- Demonstrated professional experience in editing and producing audio stories and in writing and/or editing news articles for print/web publication.
- Experience with social media platforms, and community engagement tools preferred.
- Ability to excel in a team environment with a high level of personal motivation.
- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.
- Expertise in public health, health policy, or social or health sciences preferred.
- Master's degree in Journalism, communications, or related media studies preferred.
- Editorial management experience within public media organizations preferred.
- If successful candidate works remotely, proven successful experience in providing leadership remotely is required.

How to Apply

Send cover letter (including salary requirements) and resume to hr@wfyi.org, Human Resources, WFYI, 1630 North Meridian Street, Indianapolis, IN 46202, on or before Monday, August 20, 2018.

PLEASE NO PHONE CALLS OR WALK-INS

Multimedia Editor - Side Effects

The Multimedia Reporter/Editor is responsible for contributing digital and broadcast content to *Side Effects Public Media*, WFYI's health-focused news service. The role reports and produces spot and enterprise stories with a digital-first approach and works with other reporters to adapt and enhance broadcast content for effective digital and social presentations that deepen readers' experience and understanding.

MAJOR RESPONSIBILITIES

- Report and produce spot news, enterprise and long-form with a digital-first approach to ensure *Side Effects* news service and digital channels have frequent and consistent content updates, including timely blog posts, interactive packages and digital audio.
- File related audio content for broadcast, often developed from the same reporting.
- Edit reporters' spot news pieces to improve and enhance for web, including editing text and headlines. Curate available local news content from nonprofit news partners, editing for *Side Effects* lens and style as needed.
- Work with reporters to produce digital packages, including editing text and headlines for web, researching photos, and brainstorming graphics and interactives.
- Develop and implement social media and digital engagement strategy to grow audience and engagement for the health news service. Write social posts and newsletters.
- Builds online posts, sections and features using the NPR Core Publisher content management system, or another CMS such as WordPress.
- Prepare social media campaign elements to share with distribution partners for promoting high-impact stories or series that they republish.
- Follow developments in the health beat in Indiana.
- Edits freelance digital contributions.

QUALIFICATIONS

- Experience working in an online news environment, preferably in public media
- Excellent communication skills and a commitment to collaborative work and learning
- The ability to manage multiple projects simultaneously, and to work under deadline pressure
- A demonstrated grasp of tools and techniques for the visual presentation of data online
- Demonstrated proficiency in all facets of online content production, including writing and AP Style, basic audio and video production, and photography and photo editing
- Exposure to and experience with a variety of content management platforms
- Demonstrated knowledge of social media strategies and best practices
- Experience using HTML, Javascript and CSS preferred
- Expertise in public health, social or health sciences or social work preferred

- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

HOW TO APPLY

Send cover letter (including salary requirements) and resume to hr@wfyi.org Human Resources, WFYI, 1630 North Meridian Street, Indianapolis, IN 46202, on or before Monday, April 2, 2018.

PLEASE NO PHONE CALLS OR WALK-INS

Special Projects Coordinator

Responsible for providing project management and administrative assistance within the Executive Department on behalf of the Economic Club of Indiana and WFYI as a whole. This position serves multiple functions to assist the Executive Department in delivering superior service for special projects.

Major Responsibilities:

The Economic Club of Indiana:

- Act as the initial point of contact for The Economic Club of Indiana responding to customers inquiries via phone calls, e-mails, and online forms to provide exceptional customer service.
- Oversee logistics of The Economic Club of Indiana's nine month speaker series luncheon for 500-2000 attendees including arranging monthly floor plan, seating all attendees based on sponsor and membership level, and communicating A/V needs to the Convention Center.
- Provide administrative support such as data entry, website maintenance, word processing, mail merging, mass mailing, database management for the Economic Club of Indiana.
- Work with Finance in online transaction reconciliation and invoice processing.
- Develop/update marketing materials such as promotional brochures, eblasts, luncheon table items, and informational one-sheets.
- Research and develop speaker bios for promotional and script writing
- Keep supplies stocked and organized.

Other Duties:

- Assist in administration duties including preparation of committee and board meetings. Including working with the Director of Administration Services in: organizing catering, duplication of board materials, and set up and tear down of meetings.
- Work with Director of Administration Services in maintaining the online and physical FCC file for the station, making sure to stay in compliance with current requirements.
- Work with Director of Administration Services to maintain a clean, organized and stocked executive area for hospitality purposes.
- Perform other duties as assigned.

Qualifications

- Associate's degree required. Bachelor's degree preferred. May substitute applicable work experience.
- Experience in an administrative or support role in a professional office environment required.
- Experience working in a nonprofit organization preferred.

- Proficiency in Microsoft Office applications (Word, Excel, Access, PowerPoint, Outlook).
- Experience in creative design, including Adobe InDesign, preferred
- Ability to prioritize multiple projects and meet deadlines.
- Excellent written and verbal communication skills.
- Ability to work well under pressure.
- Ability to work well with staff and volunteers.
- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

How to Apply

Send cover letter (including salary requirements) and resume to hr@wfyi.org, Human Resources, WFYI Public Media, 1630 North Meridian St., Indianapolis, Indiana 46202 on or before Monday, August 27, 2018. Please no phone calls or walk-ins.

WFYI is an equal opportunity, affirmative action employer.

Side Effects Health Reporter

Job Title: Health Reporter/Digital Producer

Classification: Full Time, Exempt, Temporary (grant-funded assignment)

Salary: Commensurate with experience, includes WFYI benefits package

Reporting Relationship: This position reports directly to Managing Editor, Health

Position

Description: The Health Reporter produces compelling multi-platform stories for WFYI's health news service Side Effects Public Media. The reporter will immerse him or herself in communities throughout Indiana to discover and report on important public health issues these communities face. The Health Reporter will craft narrative stories that use characters, scene and sound in creative ways to help people understand complex issues. This position requires advanced skills in news reporting, sound editing, video scripting, studio and field production, as well as skill in writing and producing stories for web.

This position also takes the lead in curating Side Effects' digital content, including the website and social media.

Major Responsibilities:

- Reports and produces audio stories for radio broadcast and digital platforms.
- Writes and produces high quality digital stories, appropriate for distribution to other news outlets.
- Takes high quality photographs to accompany digital stories.
- Builds online posts using the NPR Core Publisher content management system (or similar CMS).
- Builds expertise on the public health beat by getting to know the communities in Indiana and by attending workshops and doing background research, to generate ideas for high quality enterprise and investigative stories.
- Contributes to editorial meetings and works collaboratively with team of editors and reporters to conceive and execute stories and series.
- **Maintains Side Effects website and social media channels**
- Provides updates to social media channels to drive audience engagement.
- Contributes ideas for interactive graphics and web videos and collaborates to produce them.
- **Monitors and analyzes metrics for digital content**
- Provides input on audience engagement strategies to Community Engagement Health Specialist and Digital Producer.
- Contributes to live events and live or taped audio programs, podcasts and video segments.

Qualifications:

- Bachelor's degree in Journalism or equivalent work experience required.
- Advanced skills in sound editing and studio and field production
- **Advanced skills in web production and social media**
- Some experience with video production – scripting, pre- and post-production – strongly desired.
- A minimum of two years' experience in news writing, editing and reporting for print or online and broadcast media.
- Expertise in public health, social or health sciences or social work preferred
- Must have experience with social media platforms and community engagement tools and with producing in content management systems such as Core Publisher or WordPress.
- Ability to excel in a team environment with a high level of personal motivation.
- **High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.**

EEO PUBLIC FILE REPORT

Stations Comprising Station Employment Unit WFYI-TV and WFYI-FM

04/1/19 – 03/23/20

APPENDIX 1. VACANCY LIST

See Appendix 2 for Master Recruitment Source List

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Director of Marketing and Strategic Communication	3;44-46; 5; 56; 58; 62; 65;74	44
Director, Major and Planned Giving	34; 44-46;49; 5; 5; 62; 66; 74	46
Radio Announcer, Morning Edition Alternate Host	44-46; 56; 62;74	4
Senior Director of Technology	34; 44-46; 49; 53; 56; 62; 65-66; 74;	45
News Videographer/Editor	1;34; 44-46; 49; 53; 56; 62; 65-66;68-70; 74;	44
Community Engagement Associate	1;34; 44-46; 49; 53; 56; 62; 65-66; 74;	45
Government and Policy Reporter	1;34; 44-46; 49; 53; 56; 62; 65-66; 74;	46
Radio Traffic Coordinator	34; 44-46; 49; 53; 56; 62; 65-66; 74;	45 (Staff referral)
Sponsorship and Events Coordinator	1;34; 44-46; 49; 53; 56; 62; 65-66; 74;	44
Local All Things Considered Host	34; 44-46; 49; 53; 56; 62; 65-66; 74;	45 (Staff Referral)
Health Reporter/ Digital Producer	1;34; 44-46; 49; 53; 56; 62; 65-66; 74;	45
Senior Staff Accountant	34; 44-46; 49; 53; 56; 62; 65-66; 74;	65
Project Manager, Side Effects Public Media	34; 44-46; 49; 53; 56; 62; 65-66; 74;	44
Community Engagement Specialist, Health Reporting	34; 44-46; 49; 53; 56; 62; 65-66; 74;	45 (Staff Referral)
IPB News Talk Show Assistant Producer	1; 34; 44-46; 49; 53; 56; 62; 65-66; 74;	65
IPB News Talk Show Host Producer	34; 44-46; 49; 53; 56; 62; 65-66; 74;	46

WFYI [METROPOLITAN INDIANAPOLIS PUBLIC MEDIA, INC.]

EEO PUBLIC FILE REPORT

Stations Comprising Station Employment Unit WFYI-TV and WFYI-FM

04/1/19 – 03/23/20

APPENDIX 2. MASTER RECRUITMENT SOURCE LIST

Source Entitled to Vacancy Notification	No. of Interviewees Referred by RS over 12 month period	RS#	Organization & Address
No	1	1	Ascend Indiana
No	0	2	Affiliate Center: Community Alliance of the Far Eastside Ann Marie Predovich 3724 N. Mitthoeffer Rd. Indianapolis, IN 46236 317-890-3288
No	0	3	American Marketing Association- Local Job Board
No	0	4	Anderson University career@anderson.edu
No	0	5	Ball State University kdrunyon@bsu.edu <u>Career Center – Lucida Bldg</u> Muncie, IN 47306 765-285-2436
No	0	6	Ball State University Joe Misiewicz Dept of Telecommunications E.F. Ball Bldg Muncie, IN 47306 765-285-2446
No	0	7	Butler University 2835 N. Illinois St. Indianapolis, IN 46208 career@butler.edu
No	0	8	Career Development Network Michael Batten 1350 N. Pennsylvania St. Indianapolis, IN 46202 mbatten@damien.org
No	0	9	Center for Leadership Development Helen Baker Job Placement Services 3526 Washington Blvd Indianapolis, IN 46205 317-940-9653

No	0	10	Christamore House Olgen Williams 502 N. Tremont St. Indianapolis, IN 46222 317-635-7211
No	0	11	CICOA Senior Employment Access Liz Hightower 4755 Kingsway Dr. Indianapolis, IN 46205 317-803-6060
		12	Obsolete Recruiting Source Removed
No	0	13	Concord Center Niki Girls 1310 S. Meridian St. Indianapolis, IN 46225 317-637-4376
No	0	14	Crooked Creek Multi-Service Center Helen Lands 2990 W. 71st St. Indianapolis, IN 46268 317-293-2659
No	0	15	DePauw University www.depauw.edu/admin/career
		16	Obsolete Recruiting Source Removed
No	0	17	Flanner House William Sears 2424 Dr. Martin Luther King Dr. Indianapolis, IN 46208 317-925-4231
		18	Obsolete Recruiting Source Removed
No	0	19	Hawthorne Social Service Association Diana Arnold 2440 W. Ohio St. Indianapolis, IN 46222 317-637-4312
		20	Obsolete Recruiting Source Removed
No	0	21	Hispanic Education Center Secretary 580 Stevens St. Indianapolis, IN 46203 317-634-5022
No	0	22	Indiana Association of Black Journalists James Patterson ATTN: Job Opportunities PO Box 441795 Indianapolis, IN 46244-1795 317-633-1240
No	0	23	Indiana Black Expo Faith Barrett 3145 N. Meridian St. Indianapolis, IN 46208 317-925-2702

No	0	24	Indiana Department of Workforce Development bbrown@dwd.state.in.us
No	0	25	ITT Technical Services Bill Kingery 9511 Angola Court Indianapolis, IN 46268 317-875-8640
		26	Obsolete Recruiting Source Removed
No	0	27	Indiana University Kelley School of Business Randall Powell Undergraduate Career Services 10th Street & Fee Lane Bloomington, IN 47405 812-855-5317
No	0	28	Indianapolis Urban League Brian McDonald Employment Specialists 850 N. Meridian St. Indianapolis, IN 46202
No	0	29	John H. Boner Community Center James Taylor 2236 E. 10th St. Indianapolis, IN 46203 317-633-8210
No	0	30	Marian College Dave Roberts Career Services Officer 3200 Cold Spring Rd. Indianapolis, IN 46222 317-955-6341
No	0	31	Martin University Pat Thomas Job Placement Office 2171 Avondale Place Indianapolis, IN 46218
No	0	32	Martin Luther King Multi-Service Center P. Diane Jackson 40 W. 40th St. Indianapolis, IN 46208 317-923-4581
No	0	33	Mary Rigg Neighborhood Center Robert Burgbacher 1920 W. Morris St. Indianapolis, IN 46221 317-639-6106
No	0	34	I.U. Career Dev Ctr career@indiana.edu 625 N. Jordan Bloomington, IN

No	0	35	Southeast Multi-Service Center William Hubbs 901 S. Shelby St. Indianapolis, IN 46203 317-236-7400
		36	Obsolete Recruiting Source Removed
No	0	37	Supportive Employment John Pavlack 964 Pennsylvania Ave. Indianapolis, IN 46208 317-554-5700
		38	Obsolete Recruiting Source Removed
No	0	39	Ten Point Coalition Minister Douglas Harriston Job Training Program 317-924-0733
No	0	40	University of Indianapolis Corey Wilson Career Services 1400 E. Hanna Ave. Indianapolis, IN 46227 317-788-3296
		41	Obsolete Recruiting Source Removed
No	0	42	YMCA Lou Drexler 615 N. Alabama St. Indianapolis, IN 46204 317-266-9622
No	0	43	YWCA Christy Downton 4460 N. Guion Rd. Indianapolis, IN 46254 317-299-2750
Yes	32	44	WFYI Website
No	12	45	WFYI Employee / Board of Directors referral
No	11	46	WFYI Internal Candidate
No	0	47	INDIANAPOLIS STAR 307 N. Pennsylvania St. Indianapolis, IN 46204 317-444-4000
No	0	48	INDIANAPOLIS STAR WEBSITE CareerBuilder.com
No	0	49	Current 1612 K St. NW #704 Washington, DC 20006 202-463-7055

No	0	50	NUVO, alternative weekly newspaper NUVO Website
No	0	51	INET – State Website
No	0	52	PBS Website
No	0	53	Charitable Advisors Newsletter / Website
No	0	54	Center for Philanthropy Newsletter / Website
No	0	55	Non Profit News.com
No	0	56	CPB Jobline Website
No	0	57	Indiana Broadcasters Assn
No	0	58	Resumes on file from previous search
No	0	59	Craigslist.com
No	0	60	Monster.com
No	0	61	Temporary Service
No	1	62	Social Media Station Site
No	0	63	Head Hunters
No	0	64	Assn of Fundraising Professionals – Indiana
No	26	65	Indeed.com
No	0	66	Linked IN
No	0	67	Diversity.com
No	0	68	JournalismJobs.com
No	0	69	National Assn Black Journalists
No	0	71	Assn of Fundraising Professionals – National
No	0	72	Indiana State University Indstate.edu/career
No	0	73	IUPUI Iupui.edu/career
No	0	74	WFYI Employee social media pages/postings
No	0	75	Simply Hired
No	0	76	PRINDI (Public Radio News Directors, Inc.)

Director of Marketing and Strategic Communication

METROPOLITAN INDIANAPOLIS PUBLIC MEDIA, INC.

WFYI Public Media is an Equal Opportunity, Affirmative Action Employer

Job Title: Director of Marketing & Strategic Communications

Classification: Regular, Full Time

Salary Range: Commensurate with Experience, Exempt

Reporting

Relationship: Reports directly to Chief Development and Marketing Officer

Position

Description: This position develops the overall marketing and communications strategies for WFYI Public Media, which includes: Developing brand voice and key messaging, working with departments utilizing the critical role of strategic guidance to create marketing initiatives for station priorities; monitoring the station brand and overseeing production of FM, TV, print and digital campaigns, media relations, and advertising. This position directs the work of all Marketing and Communications department staff members.

Qualifications of the Ideal Candidate:

- A minimum of ten years of progressive marketing experience, including a senior management role either in-house or with an agency.
- Bachelor's degree in communications, marketing or related field is required, an advanced degree is preferred.
- Demonstrated experience and leadership in marketing strategy and brand management and managing comprehensive marketing & communications strategies to advance an organization's mission and goals. Highly analytical, data-driven marketing expertise. Product marketing background with strong messaging and positioning skills is desirable.
- Extensive Digital Marketing experience with a focus on digital strategy & management, including digital branding, marketing technologies and digital customer acquisition/retention, ideally with a media or technology-focused company.
- Expertise in both traditional and emerging media platforms for maximizing the execution of brand and marketing campaigns.

- Strong financial acumen and expertise creating marketing budgets and managing costs.
- Superior written/oral communication skills and the ability to develop and implement the unique brand voice of WFYI Public Media across all platforms and initiatives. Ability to craft and share stories of impact across all media platforms, including presentations in local, regional and national markets.
- Excellent work ethic and successful record of on-time project delivery.
- Energetic, flexible, collaborative and proactive; a leader who can positively and productively manage a team and work collaboratively across all departments.
- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

Leadership Capabilities Desired:

- An established track record of building strong relationships across departments and leading a team to accomplish department and station goals. Demonstrated ability to lead and motivate others, have impeccable customer service skills, and represent WFYI with professionalism & courtesy.
- Ability to think and plan strategically, with station goals and priorities in mind and the ability to turn big picture strategy into work plans and ability to project manage the work plans across multiple departments and within the marketing team.
- A strategic mindset and thought leader who envisions business trends and needs to position the company accordingly; technology savvy and able to identify, assess, and advance if appropriate disruptive, emerging technologies.
- Proven experience in developing organizational consensus amongst key stakeholders, building relationships on all levels within the organization and in the community,
- The ability to draw on the ideas of others to craft meaningful strategies and plans; excellent skills at influencing, shaping, and catalyzing dialogue across the organization and in the market.
- Energetic, flexible, collaborative and proactive; a leader who can positively and productively manage a team to make a big impact.

Major

Responsibilities:

- Lead strategic efforts to leverage the WFYI brand in making it more relevant, compelling and relentlessly visible to create more fans and drive audience and revenue. Ensures consistency in messaging and visual representation in all departments' use of brand.
- In partnership with senior leaders, directs the overall marketing and promotional strategy for WFYI Public Media – on all platforms (FM, TV, Digital, Print), promoting programs, initiatives, events and stories of impact to key audiences and constituencies.

- Regularly meets with teams across the organization to provide promotional strategies and tactics that help each area best tell their stories across multiple platforms and with multiple audiences.
- Provides overall direction and management of team of marketing professionals to ensure marketing strategies are implemented and to build efficiencies, prioritize projects and effectively execute marketing projects.
- Oversees marketing partnerships and station advertising buys, negotiating and executing cash/trade agreements, in partnership with WFYI Underwriting Director.

Director of Major and Planned Giving

As Indiana's largest public media, WFYI reaches more than half a million people with trusted news and compelling stories across radio, TV, digital, and in-person. Every day, we leverage NPR, PBS and our local staff to empower, educate, entertain, and connect our communities through impactful journalism, inspiring stories, and lifelong learning. Our mission has never been more important than it is right now.

WFYI is looking for a Director of Major Giving, directly responsible for more than \$1.3 million in annual giving, as well as our planned and capital giving. They partner closely with the Membership Director to acquire, retain and grow more than \$4.3 million in revenue. As a nonprofit, we rely on our 25,000 individual donors for more than one-third of our annual operating budget.

We do that by providing an exceptional experience for our donors, building strong relationships, and sharing the powerful impact WFYI is having on our communities.

If you value integrity, collaboration, respect, humility -- and are committed to embracing change and delivering excellence every day -- take a look at the full job description at <https://www.wfyi.org/wfyi-careers>. Interested? Please send apply before expected close date of 11/18/19.

METROPOLITAN INDIANAPOLIS PUBLIC MEDIA, INC.

An Equal Opportunity, Affirmative Action Employer

Position Title: **Director, Major and Planned Giving**

Classification: Regular, full time

Salary: Commensurate with experience, exempt

Reporting

Relationship: This position reports directly to the Chief Development and Marketing Officer, from whom overall work direction is received.

Position

Description: This position is responsible for identification, qualification, cultivation, solicitation and stewardship of philanthropic gifts, including major and planned gifts, as well as capital campaign gifts.

Major

Responsibilities:

- Sets priorities, defines measurable outcomes, schedules appointments and deadlines and organizes a workable plan to achieve goals in major gifts, planned giving, capital gifts and events.
- Holds direct responsibility for cultivating and maintaining relationships with a portfolio of major donors and prospects, with an emphasis on in-person solicitation calls.
- Oversees work of Major and Planned Giving Officer and Donor Engagement Coordinator.
- Provides reports and communication to WFYI leadership, including senior management and MIPM Board of Directors and the Foundation Board of Directors as needed.
- Develops, monitors and reports on revenue and expense budgets for major gifts, planning giving, capital campaign and related activities.
- Responds to donor requests, comments and inquiries.
- Works within and across departments to ensure cohesive strategies and implementation of organizational projects.
- Participates in and supports other development activities, such as membership drives and community and station events.
- Serves as a departmental leader, working with Chief Development and Marketing Officer and all Development and Marketing Directors to promote a mutually supportive environment of excellence.

Position

Qualifications:

- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.
- Bachelor's degree and at least five years progressive experience in fundraising and development.
- Demonstrated success in direct gift solicitation.
- Proven ability to advance strategic relationships.
- Experience managing professional staff team.
- Excellent communication skills, both verbal and written.
- Self-sufficiency in data management, spreadsheet manipulation and digital presentations.
- Ability to excel in a team environment, but with a high level of personal motivation and accountability.
- Occasional evening and weekend work required
- Management experience in a nonprofit organization.

- Knowledge of planned giving vehicles.

Radio Announcer, Morning Edition Alternate Host

Metropolitan Indianapolis Public Media, Inc. – WFYI

Position Title: **Radio Announcer, Morning Edition Alternate Host**

Classification: **Part-time**

Position Description: A 90.1 WFYI Public Radio board operator is responsible for running the radio control board and following the station programming log. The board operator works with studio technology, including radio consoles and automation systems, to broadcast live and pre-produced network and local programming, and station breaks. The board operator reads live on the air; underwriting announcements, weather, forward promotions and Legal IDs following all applicable laws and FCC regulations. The radio board operator also takes transmitter reading's, conducts EAS tests, and completes appropriate records for FCC-required logs. Board operators are responsible for monitoring 90.1 WFYI Public Radio and HD-2 on-air signals.

Reporting Relationship: This position reports to the Director of Radio.

Major Responsibilities:

- Present local station break elements during 90.1 programming.
- Prepare information for on-air presentation, including scheduled underwriting announcements, forward promotion, and pre-recorded and live promotional elements, traffic and weather.
- Flexibility to fill in as for Morning Edition (5a-10a) All Things Considered (4-7p), and weekend and holiday shifts as needed.
- Monitor programming at all times for audio quality and to ensure correct broadcast of all program elements as scheduled on the log, filing discrepancy reports as required.
- Troubleshoot technical problems and work to independently resolve and report technical difficulties that arise.
- Protect the station's FCC license.
- Monitor various electronic communications sources, including, EAS/severe weather alerts, and email in order to stay on top of breaking news and current operation updates and to broadcast on-air warnings/announcements as needed.

Position Qualifications:

- Possess vocal quality, speech pattern, and announcing style that engage listeners.
- Proficiency with computers, digital file formats, internet and various social media.
- Previous experience using radio console/electronic studio, audio playback technology, computer equipment and software.
- Demonstrated ability to work and problem-solve quickly and independently with little supervision.
- Resiliency and good judgment when faced with the unexpected.
- Strict attention to detail and the clock on and off the air.
- Excellent oral and written communication skills, accurate spelling, and proper use of grammar are required.
- Must be a team player and demonstrate respect for others in all workplace relationships and interactions.
- Dependability, reliability, punctuality, and trustworthiness are important quality expectations for this position.

- Previous public radio experience preferred.
- Knowledge of and experience with AudioVault system and Audition software preferred.

- Familiarity with FCC rules and regulations preferred.
- Other duties as assigned.

Core Values:

- High energy and passion for WFYI Public Media mission and core values of creativity, resourcefulness, balanced and objective approach to content, and commitment to doing whatever it takes.

Senior Director of Technology

METROPOLITAN INDIANAPOLIS PUBLIC MEDIA, INC.
WFYI Public Media is an Equal Opportunity, Affirmative Action Employer

Job Title: **Senior Director of Technology**

Classification: Permanent, full time

Salary: Commensurate with experience and responsibility, exempt

Reporting

Relationship: The Senior Director of Technology will work closely with WFYI's Executive Leadership team to provide strategic and tactical leadership for the technology needs of WFYI, while reporting directly to WFYI's CFO. This position will also work closely with broadcast engineering.

The position will have multiple direct reports consisting of Applications, Infrastructure, and Service Desk Employees.

Position

Description: The Senior Director is WFYI's top technology employee and is responsible for developing and implementing multi-platform digital technology solutions for the creation and distribution of WFYI content across current and emerging platforms. This position requires an entrepreneurial and innovative individual with the technical expertise to lead all aspects of technology within WFYI. The mandate for this Senior Director is to ensure that WFYI broadcast engineering, production, and digital operational requirements are fulfilled to include IT network integrity, production, communications, operations systems, broadcast distribution integrity, and internet/social media distribution integrity. Most important, is the ability to collaborate and support management in order to align technology and business objectives with the technology and interests of WFYI audiences and members.

Essential duties will include, but are not limited to:

- Be responsible and accountable for technology within the organization, by streamlining all technology processes.
- Formulate and maintain a strategic technology plan, including both short-term and long-term goals, as well as projected funding requirements.
- Be responsible and accountable for all IT related finances, including managing project budgets, capital planning, budget forecasting, and period financial reporting updates.
- Ensure WFYI's security posture is aligned with our business priorities, member expectations, and industry best practices. This includes maintaining the security of all WFYI technology assets, as well as maintaining, testing, and updating the disaster recovery, business continuity, and incident response plans.
- Increase the maturity of WFYI's IT program by refreshing existing processes and implementing technology best practices within the organization.
- Mentor the technology staff, utilizing a lead by example mentality to help grow and scale the technology team.
- Build process to track and report key IT metrics to the Executive Leadership team on a regular basis.
- Lead all IT projects that are crucial to the strategic and operational objectives of WFYI.
- Work closely with operational partners to manage and develop strategic broadcast technology plans.
- Works with other technology teams to implement solutions that ensure technical process and standardization are consistent with operational goals.
- Monitors industry trends and provides direction in product and technology selections.
- Recruits, manages, and develops technology staff as required.
- Builds relationships with both internal and external partners.

Requirements for success:

- BA, BS or BSEE or equivalent professional experience.
- Demonstrated ability to lead and manage complex projects from start to finish while leading and inspiring a diverse group of individuals.
- Proven experience in managing a technology operations function from a financial and managerial point of view.
- Prior experience managing key vendor relationships and leading formal vendor selection processes including competitive bidding and RFPs through contract negotiation.
- Ability to implement excellent customer service-based processes.
- Experience in enterprise level technology construction or renovation projects is desirable.
- Excellent communication skills, with the ability to explain technical concepts to stakeholders of varying technical knowledge.
- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.
- Preferred candidates will have:
 - Experience working within mid-sized organization.
 - At least 10 years of progressive work experience in broadcast/digital media with strong knowledge of architectures, trends and emerging technologies.
 - Candidate is currently in a technology and operations leadership role with experience with digital audio/video formats and technologies for mobile and emerging platforms preferred.
 - Knowledge of FCC rules and regulations for licensed broadcast facilities.

News Videographer/Editor

DESCRIPTION

This is a job for someone with strong video and news skills looking to be part of an ambitious collaborative statewide reporting team committed to connecting with the many diverse communities across Indiana. We're looking for a video journalist with a sense of urgency around daily news as well as skills producing in-depth video news content for multiple platforms on their own and as part of a team. The position is based in Indianapolis, a growing and diverse community and home to the Indiana State Capitol.

This new position is part of an expansion of Indiana Public Broadcasting News. We're looking for someone to champion video and expand our statewide video output on television, web and social media. They will work closely with the managing editor, digital producer and engagement manager and work collaboratively with other reporters on multi-platform, enterprise projects that serve regional and national audiences, including NPR and PBS. They will also report independently on all IPB News beats: government, health/science, business/workforce development, education, and energy/environment.

IPB News is partner-funded and receives grants from the Corporation for Public Broadcasting and the Lilly Endowment.

Reporting Relationship:

The News Videographer/Editor will report to the IPB News Managing Editor.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The IPB News Videographer/Editor's primary responsibility is to report and produce video stories of regional and national relevance for broadcast, web and social platforms. They will also help create and implement video workflow and training using industry best practices.

Essential duties will include, but are not limited to:

- Work collaboratively with an inclusive statewide team and local stations to create video stories, series and multi-platform pieces that meet the needs of our partners and statewide communities.
- Contribute regularly to editorial meetings with ideas that reflect and represent the many communities across the state.
- Shoot and edit field and studio video independently and in collaboration with other IPB News reporters.
- Edit video from IPB News reporters into news content for television stations, websites and social media.
- Report and produce video stories (VOSOTs, mini-packages and packages) for broadcast and web as needed.
- Rework some video features for radio broadcast.
- Contribute ideas for social media reporting and visuals, working closely with managing editor, digital producer and engagement coordinator.
- Work hand-in-hand with the IPB Managing Editor and partner stations to build and implement a video workflow and best practices.
- Train IPB News team members on video recording, editing and best practices, as needed.
- Occasionally appear on camera.

Qualifications:

Minimum Qualifications Required:

- Bachelor's degree in journalism or equivalent work experience required.

- A minimum of one year video news experience.
- Advanced skills in video and sound editing required.
- An understanding of and appreciation for public media journalism and storytelling.

Preferred Qualifications:

- Two years video news experience.
- On-camera skills.
- Bilingual, Spanish.

Community Engagement Associate

METROPOLITAN INDIANAPOLIS PUBLIC MEDIA, INC.
An Equal Opportunity, Affirmative Action Employer

Position Title: **Community Engagement Associate**

Classification: Regular, part-time

Salary: Commensurate with experience, non-exempt

Reporting

Relationship: Vice President, Community Engagement

Position

Description: This position supports Community Engagement and the strategic objective of Community Impact. This work is accomplished through planning event and meeting logistics, supporting department production plans, daily support on evaluations, and partner communication. Contribute to the implementation and reporting for station-wide and specifically funded community engagement initiatives

Essential duties will include, but are not limited to:

- - - - Attending to event logistics for community engagement meeting guests; including meeting room management
 - Communicating and coordinating with partners to achieve shared goals
 - Participating in station events for the department and community partners
 - Furthering event promotion and documentation through audience building and engagement
 - Collaborate in local management of Bright by Text program
 - Attending trainings and webinars mandated by grants
 - Assisting with department purchasing and budget management

Requirements for success:

- A basic understanding of the graphic design process and systems
- Flexibility to attend events on some evenings and weekends
- Experience in event planning and engagement with the community
- The ability to take information from multiple sources and prioritize
- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

Government and Policy Reporter

METROPOLITAN INDIANAPOLIS PUBLIC MEDIA, INC.
WFYI Public Media is an Equal Opportunity, Affirmative Action Employer

Job Title: **Government and Policy Reporter**

Classification: Permanent, full time

Salary: Commensurate with experience and responsibility, exempt

Reporting

Relationship: The Government and Policy Reporter will report directly to the Director of News.

Position

Description: WFYI wants an ambitious, experienced reporter to tackle complex issues through the lens of policy's impact on residents. The reporter will spend significant time in the field getting to know neighborhoods, families, and policymakers to produce sound-rich, in-depth stories about our challenges. The applicant will be able to respond confidently to breaking news and be a watchdog on the Mayor's Office and the budget approving City-County Council. Story types span from daily local stories to long-form interviews and web explainers, to in-depth human-interest profiles, to municipal elections. This reporter will also file reports for Indiana's statewide public media collaboration and national stories for NPR, as directed.

Essential duties will include, but are not limited to:

- Attend government and community meetings for both daily stories and background.
- Develop sources across the beat.
- Explore ways to connect with new and existing audiences through community engagement.
- Build a social media audience around the beat.
- Produce both in-depth and newscast stories on deadline that follow NPR and PBS quality and ethical guidelines.
- Contribute to daily local news meetings.
- Contribute to topic planning and training meetings with local, state and regional teams.
- Report for statewide, regional and national news and support the daily statewide wide talk show as needed.
- Respond to breaking news as needed.

Requirements for success:

- Bachelor's degree in journalism or equivalent work experience required
- Demonstrated initiative
- Daily reporting experience
- Proven web and social media skills
- Video reporting and editing experience preferred
- Flexibility of schedule required, and the position entails some travel
- Ability to balance multiple projects in a changing environment

- High energy and passion for growing public media's journalism service

Radio Traffic Coordinator/Announcer

METROPOLITAN INDIANAPOLIS PUBLIC MEDIA, INC.
An Equal Opportunity, Affirmative Action Employer

Position Title: **Radio Traffic Coordinator/Announcer**

Classification: Regular, full time

Salary: Commensurate with experience, non-exempt (hourly)

Reporting

Relationship: This position reports directly to Director of Radio, from whom overall work direction is received. This position receives instruction on specific projects from Radio Production Manager.

Position

Description: The radio traffic coordinator monitors the daily preparation, flow, and maintenance of broadcast elements to maximize station inventory. Responsible for content placed in local breaks working within contract guidelines, non-profit broadcast procedures, and deadlines. Successful candidate should have some experience announcing for the radio in the NPR style. This position requires passion for WFYI programs and mission, excellent organizational and communication skills, the ability to problem solve, and work in a fast-paced environment with detail to accuracy, Position works closely with the corporate support department, on-air radio staff, and the Director of Radio.

Major
Responsibilities:

- Produce daily 90.1 Radio Logs using Traffic Software
- Set up underwriting copy schedules/rotations
- Enter copy text
- Reconcile and Finalize daily FM logs
- Complete daily affidavit reports for organizations requiring them
- Provide missing copy reports to Account Executives
- File & maintain organization of Radio Logs for FCC Compliance
- Assist in downloading and/or uploading programs/content from FTP, Content Depot & other distribution sources
- Monitor daily air signal and Audio Vault voice tracking
- Perform on-air announcing duties as needed
- Record voice tracking breaks as necessary
- Other duties as assigned.

Position

Qualifications:

- Must have acquired High School Diploma or G.E.D., college experience preferred

- Must have excellent writing, organizational and verbal communication skills.
- Candidate should be proficient in Microsoft Office applications (Word, Excel, and Outlook) and general database applications. Delta Flex/ Marketron/ Visual Traffic experience desirable.
- Knowledge of 90.1 WFYI radio programs & schedule desirable.
- Must have the ability to prioritize multiple projects and meet deadlines with minimal supervision.
- Maintain professional demeanor, proven ability to multi-task amid constant interruptions, and a positive outlook
- Adobe Audition editing skills; preferred
- Previous experience in broadcasting, communications or nonprofit organizations preferred. Candidates with on-air announcing experience would be ideal
- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

Sponsorship and Events Coordinator

Job Title: Sponsorship & Events Coordinator

Classification: Regular, full time, non-exempt (hourly)

Compensation: Commensurate with experience, includes a competitive benefit package

Reporting

Relationship: This position reports directly to the Corporate Underwriting Director from whom overall work direction is received. Assignments may also be received from Event Manager, Membership & Major Gift Directors, and Account Executives.

Position

Description: This position is responsible for management of all research resources for the Underwriting team, while providing strategic insights and guidance to staff regarding any and all research-related activities. Duties include managing the creation and distribution of sales materials; creating presentations, proposals and schedules for sales team; conducting sponsorship and rates analysis and identifying prospects.

Essential Functions:

- Support sponsorship team with research, creation of sales materials and sponsorship fulfillment
- Manage non-broadcast inventory, Google DFP and provide digital design support
- Assist Event Manager with station events & donor engagement opportunities

The above responsibilities will be achieved through:

Sponsorship / Underwriting:

- Works with Corporate Underwriting Director to create multi-platform packages, industry and audience profiles, sales tools and marketing materials to facilitate the sales process.
- Supports Account Executives with customized proposals audience profiles, media kit and other sales tools and marketing materials to facilitate the sales process
- Audience data expert (quantitative & qualitative) to assist with sales opportunities.
- Provide relevant audience data to departments, including Membership, MG, Marketing, etc.
- Manages fulfillment for production packages that include multiple sponsors and station events – including logos, deliverables and creating post-event proof of performance
- Manages magazine, e-news and digital inventory, including scheduling ads and pulling reports for clients

Events:

- Assists with Trivia Night Fundraiser, Listen Up Events, including communication logistics, marketing and on-site support and follow-up
- Take the lead on smaller station / engagement events
- Manage RSVPs for engagement events

Administrative:

- Assist with some marketing functions in development, including the creation of invitations, managing contests, updating development department web content and marketing campaigns to promote development initiatives
- Manages in-kind documentation for reporting
- Assists with ticket fulfillment for membership and coordinates details for Meet & Greet opportunities
- Serves as a backup for Corporate Development Office Manager duties, including contracts, traffic.
- Other duties, as assigned

Position

Qualifications:

- Working knowledge and proficiency in InDesign and Photoshop, Microsoft Word, Excel and PowerPoint
- Exceptional interpersonal, written, and verbal communication skills
- Demonstrated self-starter who can meet deadlines and successfully manage multiple assignments, prioritize and track multiple projects at various levels of completion
- Flexible, organized, and unflappable, with ability to multi-task and prioritize requests from a variety of people, such as prospects, clients, staff and senior management.
- Bachelor's degree in marketing, communication, non-profit or similar/related field, preferred
- Knowledge & passion for public media
- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

Local All Things Considered Host

Position Title: *Local All Things Considered Host*

Classification: Regular, full time

Salary: Commensurate with experience, exempt

Reporting

Relationship: This position reports directly to the Director of Radio

Position

Description:

The *All Things Considered* Host serves as the local voice of 90.1 WFYI Public Radio during this key drive time shift. The Host provides continuity by incorporating local elements into the program.

Major

Responsibilities:

- Live on-air board operation for evening network news magazine. Switch programming functions from network to local programming; accurately and seamlessly segue from content shared by all stations to content specific to individual stations. Read weather, traffic, underwriting, and other announcements. Troubleshoot technical difficulties
- Generate content (two-ways and other interviews) for use by participating stations
- Preparation for daily show—familiarity with local markets served. Review top stories, prepare rundowns and digest of national and local program elements. Record any elements needed for individual stations. Revise and update weather forecasts, traffic, and any shared continuity. Work with local program directors and news directors to accommodate daily news features, daily changes in program schedules including breaking news, addition of new elements, etc.
- Coordinates national and local promotion of ATC among stations.
- Participate in stations' fundraising endeavors as needed, especially semi-annual public radio fund drives. Serve as ATC representative at stations' events.

Position

Qualifications:

- At least two years of professional on-air experience in a similar drivetime host or reporter position.
- Bachelor's Degree in broadcasting or journalism or related field.
- Public Radio Experience preferred.
- A working understanding of public radio content and style, including strong writing skills.
- Strong audio production and digital editing skills with audio editing software, Adobe Audition preferred.
- Proficiency in using Windows computer software, internet skills, broadcast automation system, and high level of technical competency.
- Sophisticated knowledge of national, regional, and local current events and politics, in keeping with National Public Radio standards, is expected by the audience.
- Strict attention to broadcast clock and detail
- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

Health Reporter/ Digital Producer

Job Title: Health Reporter/Digital Producer

Classification: Full Time, Exempt, Temporary (grant-funded assignment)

Salary: Commensurate with experience, includes WFYI benefits package

Reporting Relationship: This position reports directly to Managing Editor, Health

Position

Description: The Health Reporter produces compelling multi-platform stories for WFYI's health news service Side Effects Public Media. The reporter will immerse him or herself in communities throughout Indiana to discover and report on important public health issues these communities face. The Health Reporter will craft narrative stories that use characters, scene and sound in creative ways to help people understand complex issues. This position requires advanced skills in news reporting, sound editing, video scripting, studio and field production, as well as skill in writing and producing stories for web.

This position also takes the lead in curating Side Effects' digital content, including the website and social media.

Major Responsibilities:

- Reports and produces audio stories for radio broadcast and digital platforms.
- Writes and produces high quality digital stories, appropriate for distribution to other news outlets.
- Takes high quality photographs to accompany digital stories.
- Builds online posts using the NPR Core Publisher content management system (or similar CMS).
- Builds expertise on the public health beat by getting to know the communities in Indiana and by attending workshops and doing background research, to generate ideas for high quality enterprise and investigative stories.
- Contributes to editorial meetings and works collaboratively with team of editors and reporters to conceive and execute stories and series.
- **Maintains Side Effects website and social media channels**
- Provides updates to social media channels to drive audience engagement.
- Contributes ideas for interactive graphics and web videos and collaborates to produce them.
- **Monitors and analyzes metrics for digital content**
- Provides input on audience engagement strategies to Community Engagement Health Specialist and Digital Producer.
- Contributes to live events and live or taped audio programs, podcasts and video segments.

Qualifications:

- Bachelor's degree in Journalism or equivalent work experience required.
- Advanced skills in sound editing and studio and field production
- **Advanced skills in web production and social media**
- Some experience with video production – scripting, pre- and post-production – strongly desired.
- A minimum of two years' experience in news writing, editing and reporting for print or online and broadcast media.
- Expertise in public health, social or health sciences or social work preferred
- Must have experience with social media platforms and community engagement tools and with producing in content management systems such as Core Publisher or WordPress.
- Ability to excel in a team environment with a high level of personal motivation.
- **High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.**

Senior Staff Accountant

METROPOLITAN INDIANAPOLIS PUBLIC MEDIA, INC.

WFYI Public Media is an Equal Opportunity, Affirmative Action Employer

Job Title: Senior Staff Accountant

Classification: Permanent, Full-Time-Exempt

Salary: Commensurate with Experience

Reporting Relationship: Reports to the Controller

Position Description: This position serves a wide variety of stakeholders. Assignments include a wide range of constantly evolving activities and projects. Specialized skills, including but not limited to technical and organizational skills are important as this position is a key contributor to the coordination, maintenance and delivery of timely, accurate and consistent financial reporting.

Position

Responsibilities: Senior Staff Accountant responsibilities include:

- Accounts Receivable Management, including but not limited to directly providing basic accounts receivable functions such as:
 - Producing timely, accurate invoicing
 - Posting cash receipts
 - Producing related reporting
 - Other activities involved in day to day management of accounts receivable
- Preparation/review:
 - Account analyses
 - Audit and/or tax work papers
 - Journal entries
 - Various account reconciliations
- Working closely with other WFYI stakeholders to ensure information is being accurately and consistently classified in the appropriate accounts
- Designing, preparing and maintenance of reports to assist in month end and year end close processes, and assisting with regulatory reporting as needed
- Providing ad-hoc support for special projects
- Cross training to provide back-up for other accounting personnel as needed
- Other duties as assigned

Qualifications:

- College degree with Business or Accounting major strongly preferred
- MIP/Abila experience highly preferred
- Advanced experience with entire office suite required (especially Excel)
- Excellent organizational skills required
- Excellent communication and interpersonal skills with ability to engage with staff, volunteers and public
- Ability to work independently and proficiently.
- Demonstrated ability to work effectively and cooperatively in a team environment.
- Establishes and maintains good working relationships and internal networks with minimal direction. Strong interpersonal skills.
- Position requires a high degree of flexibility, the ability to exercise sound judgment and maintain confidentiality. High energy and passion for WFYI Public Media mission and core values of: operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

Project Manager, Side Effects Public Media

WFYI Public Media Job Description

WFYI is an equal opportunity, affirmative action employer and is now accepting applications for:

Job Title: Project Manager, Side Effects Public Media

Classification: Full-time, Salaried, Temporary (two-year grant funded assignment)

Salary: Commensurate with experience; includes WFYI benefits package

Reporting

Relationship: This position reports directly to the WFYI News Director, from whom overall direction is received. This position works closely with the Side Effects Managing Editor in terms of strategy and tactics for achievement of project deliverables; collaborates also with the Director, Grants and Foundation Relations, for grant reporting to funder(s).

Position

Description: Side Effects Public Media is a multi-state public health journalism collaborative, based at WFYI in Indianapolis, Ind. The Project Manager ensures compliance with timelines and deliverables in grant funding agreements. This position drives growth by developing a distribution strategy that capitalizes on relationships with traditional media outlets and communities of interest. The Project Manager also monitors Side Effects' reach and impact, using qualitative and quantitative tools. This position interacts closely with community engagement, editorial and other departments.

Major

Responsibilities:

- Ensure Side Effects Public Media delivers on its journalism and community engagement commitments to funders and WFYI by:
 - Honing key performance and impact metrics to be relevant, accurate, meaningful
 - Aligning work of community engagement with Side Effects focus areas
 - Monitoring fulfillment of dashboard metrics
 - Vigorously tracking expenses against budget
 - Leading periodic budget review meetings with key internal stakeholders
- Work with Side Effects partner stations and with Indiana Public Broadcasting stations to ensure communication of mutual goals
- Assist in the expansion of Side Effects' multi-platform content by:
 - Acquiring more community partners
 - Working with SE managing editor to (a) secure more reporting partners in the region, and (b) fostering reporting collaborations on timely public health issues with other media
 - Strengthening relations with creditable aggregators of public health news
 - Creating regular evaluations of, and reports on, the success of news service distribution.

- Establish, maintain and/or create systems for tracking distribution and impact, such as Audience Explorer and Google Analytics, that permit quantification of Side Effects' reach and influence on a diverse national audience
- Along with Community Engagement Health Specialist, work with community organizations, social service agencies, health advocacy groups, researchers and others to develop content and foster broad distribution of health reporting.

- Seek and identify potential funding opportunities, then collaborate with Development to pursue them
- Collaborate with Director, Grants and Foundation Relations, to ensure timely delivery of grant reports to funders.

Qualifications:

- Minimum of five years professional experience with evidence of progression in responsibility
- Understanding of public media and journalistic practices
- Significant experience in managing projects, preferably for a media organization
- Demonstrated exceptional skillset for building partner relationships.

- Strong interest in or knowledge of public health, public policy, social or health sciences
- Excellent communication skills and a commitment to collaborative work and learning
- Proficiency in MS Office suite (high level of competence in Excel) and project management software
- Experience using data to inform strategy and decision-making
- Ability to excel in a team environment with a high level of personal motivation
- Bachelor's degree in journalism or communications preferred
- At least two years' newsroom experience highly desirable
- Familiarity with multi-platform (audio, video, digital, social media) news delivery highly desirable
- High energy and passion for WFYI Public Media mission and core values of:
 - Operating with unquestionable integrity
 - Collaborating with each other and with community partners
 - Respecting everyone
 - Serving with humility
 - Embracing change
 - Delivering excellence every day.

Community Engagement Specialist, Health Reporting

POSITION DESCRIPTION

This position supports station Community Engagement goals, relating to Health issues outlined in Side Effects, WFYI's Health reporting initiative. It will be responsible for integrating the initiative into the work of other local public health community organizations and for engaging with community members about public health throughout Indiana.

MAJOR RESPONSIBILITIES

- Coordinates and facilitate Health-related opportunities for conversations, with the goal of gathering information from the community about important issues in order to inform WFYI Health reporting content.
- Convenes and participates in Health-related community meetings and events, in order to build relationships and support partnerships, and to understand work occurring around the community.
- With oversight from Community Engagement leadership and working closely with Side Effects Managing Editor, helps set community impact goals for the journalism initiative.
- With oversight from Community Engagement leadership and specific direction from Health Reporting Editor, helps to inform strategies for assessment of progress against goals and supports assessment process. Contribute to the station dashboard.
- Fosters meaningful Health-related partnerships by identifying and participating in opportunities to support city-wide and state-wide collective impact initiatives.
- Listens with intention to identify ways in which WFYI may utilize its Health-related resources in order to give voice to the community, build awareness, and deepen understanding of common themes.
- Participate on the Community Engagement team to help develop overall station engagement strategy and build relationships
- Assist the Volunteer Manager in developing opportunities for service within the Side Effect initiative
- Seek opportunities to participate in station development, governance and event activities.
- Identifies and participates in Side Effects marketing opportunities at community events, and internally, in order to raise awareness of station Health efforts.

QUALIFICATIONS

- College degree and at least two years experience in a non-profit, collaborative environment.
- Understanding of and passion for public media.
- Aptitude for identifying and working collaboratively with community partners to discover, understand, and address community needs and aspirations.

- Excellent written, oral, and team communication skills, including attention to detail.
- Ability to participate in multiple projects and partnerships in a changing environment.
- Flexibility of schedule required, as position entails some travel throughout Indiana and some evening and weekend meetings and/or partnership events.
- Adept in social media and web skills. Possess strong computer skills, including Office, Excel, and web-based interactive software and applications.
- Possess initiative, creativity, and problem-solving skills.
- Background in public health, social or health sciences or social work preferred.
- High energy and passion for WFYI Public Media mission and core values of: Operating with unquestionable integrity; collaborating with each other and with community partners; respecting everyone; serving with humility; embracing change; delivering excellence every day.

How to Apply

[APPLY HERE](#)

[REFER A FRIEND](#)

Please no phone calls or walk-ins.

IPB News Talk Show Assistant Producer

POSITION TITLE: IPB News Assistant Producer **CREATED:** April 2019

SUPERVISOR'S TITLE: IPB News Talk Show Host **FLSA STATUS:** Non-Exempt

Classification: Part-time, Non-Exempt, Temporary (a three year, grant and station-funded assignment with plans for continuation)

POSITION PURPOSE

This Assistant Producer will work with the host and producer to convene conversations about issues and events important to Indiana in a new radio talk show. The 1-hour show will air weekdays on Indiana public radio stations. We are looking for someone with project management and social media experience to assist the producer with guest bookings and manage all audience input - through social media, email and other avenues. This is an ambitious, high-profile show, and we are looking for candidates who can demonstrate initiative.

This person is part of a 14 member statewide journalism team that reports on the intersections of people and policy in Indiana. The team provides statewide news and community engagement to Indiana public broadcasting stations. The talk show will both report its own topics and extend the daily and enterprise statewide reporting of journalists across the state.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The primary responsibility is to support the host and producer as they plan, schedule and deliver five dynamic, balanced, informative conversations a week. This support includes promoting future show topics and engaging the audience. This is not a traditional call-in talk show: Engagement with the audience will primarily be done days before air-time -- through email, social media and other digital tools. This assistant producer will run these engagement systems independently and collaboratively to draw interest to each topic and collect and curate audience input for each show.. We need someone who is excited about finding ways to engage existing and future audiences.

The Assistant Producer position is a growth opportunity for an early career journalist. It is also an opportunity for an experienced journalist to apply existing knowledge and network to build a new product that has the potential to reach more than 2 million people.

Responsibilities Include:

- Identify ways to connect with new and existing audiences through social media, email and other digital tools.
- Manage all audience input for each show.
- Research to understand topics.
- Contribute to topic planning meetings with the host, producer and other members of the statewide team.
- Manage the production of a large quantity of work on deadline that matches the quality of NPR and PBS productions.

Qualifications:

- Bachelor's degree in journalism or equivalent work experience, talk show experience preferred
- Demonstrated initiative

- Previous project management experience
- Professional social media skills
- Excellent written, oral, and team communication skills, including attention to detail
- Flexibility of schedule required, the position entails some travel throughout Indiana

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform this job successfully.

- Knowledge and understanding of journalism ethics and an understanding of public media principles
- Ability to balance multiple projects in a changing environment
- High energy and passion for growing public media's journalism service in Indiana, regionally and nationally

Statewide Team Structure

IPB News team members are based across the state:

- Managing Editor (in Indianapolis)
- Government/politics (one reporter, at the Statehouse)
- Energy/environment (one reporter, in Bloomington)
- Business/economics (two reporters, in West Lafayette and Elkhart)
- Education (one reporter, in Bloomington)
- Health/science (one reporter, in Indianapolis)
- Bilingual reporter to provide coverage on all beats (one part-time reporter, in Evansville)
- Video reporter/producer to provide and support coverage on all beats (one reporter, in Indianapolis)
- Digital producer (one reporter/digital editor, in Indianapolis)
- Community engagement (one project manager, in Indianapolis)
- Talk show host/producer (full time, in Indianapolis)
- Talk show producer (full time, in Indianapolis)
- Talk show assistant producer (part time, in Indianapolis)

PHYSICAL DEMANDS

The physical demands described here are representative of those an individual must meet in order to successfully perform the essential functions of this job. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

Must have:

- Ability to sit or stand for extended periods of time and to move intermittently throughout the workday.
- Strong sensory skills, such as good hearing.

- **Good speaking and listening skills.**
- **Ability to perform focused work with close attention to detail.**
- **Ability to operate office equipment, including computers, copiers, fax machines, and phones.**

IPB News Talk Show Host Producer

Description

This host/producer will convene conversations about issues and events important to Indiana in a new, 1-hour, weekday talk show that will air on Indiana public radio stations. Successful candidates will have significant interviewing experience and proven on-air skills. The host/producer is part of a 14 person statewide journalism team that reports on the intersections of people and policy in Indiana -- for web, radio news magazines, television and a new radio talk show.

Essential Functions and Responsibilities

The IPB News Talk Show Host/Producer's primary responsibility is to lead dynamic, balanced, informative conversations on live radio, five days a week. They will identify interesting and impactful topics and direct the talk show's producers to learn the relevant perspectives, book those representatives and engage public conversation. This is not a traditional call-in talk show: Engagement with the audience will primarily be done through email, social media and web-based digital tools. The Host/Producer will also work with all members of the statewide team to extend and deepen daily and enterprise reporting through the talk show.

Responsibilities Include:

- Lead dynamic, balanced, informative conversations on live radio, five days a week.
- Work with the IPB Managing Editor, the talk show producers and partner stations to identify valuable topics and guests, with a special focus on the intersections of people and policy.
- Research to understand topics, and host enriching conversations that report context.
- Contribute to IPB News editorial meetings and work collaboratively with the statewide team and local station reporters.
- Manage and supervise a staff of two producers.
- Lead the production of a large quantity of work on deadline that matches the quality of NPR and PBS productions.
- Represent the statewide team and partner stations in community engagement activities as needed.

Qualifications:

- Bachelor's degree in journalism or equivalent work experience required
- Knowledge and understanding of journalism ethics and an in-depth understanding of public media principles
- A minimum of two years of on-air experience
- Demonstrated interviewing skills in a journalistic setting
- Excellent written, oral, and team communication skills, including attention to detail

- Flexibility of schedule and ability to travel required, as position may entail some travel throughout Indiana to report and produce the show from different locations

Knowledge, Skills, and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform this job successfully.

- Ability to analyze information from different fields
- An aptitude for managing dynamic conversations on live radio to keep them respectful and balanced
- Ability to participate in multiple projects and partnerships in a changing environment
- Experience with social media platforms and community engagement tools
- High energy and passion for growing public media's journalism service in Indiana, regionally and nationally

Statewide Team Structure

IPB News team members are based across the state:

- Managing Editor (in Indianapolis)
- Government/politics (one reporter, at the Statehouse)
- Energy/environment (one reporter, in Bloomington)
- Business/economics (two reporters, in West Lafayette and Elkhart)
- Education (one reporter, in Bloomington)
- Health/science (one reporter, in Indianapolis)
- Bilingual reporter to provide coverage on all beats (one part-time reporter, in Evansville)
- Video reporter/producer to provide and support coverage on all beats (one reporter, in Indianapolis)
- Digital producer (one reporter/digital editor, in Indianapolis)
- Community engagement (one project manager, in Indianapolis)
- Talk show host/producer (full time, in Indianapolis)
- Talk show executive producer (full time, in Indianapolis)
- Talk show assistant producer (part time, in Indianapolis)

Physical Demands

The physical demands described here are representative of those an individual must meet in order to successfully perform the essential functions of this job. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

Must Have

- Ability to sit or stand for extended periods of time and to move intermittently throughout the workday.
- Strong sensory skills, such as good hearing.
- Good speaking and listening skills.
- Ability to perform focused work with close attention to detail.
- Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- Ability to interact with others, both in person and through phone, e-mail, and written correspondence.

How to Apply

[APPLY HERE](#)

[REFER A FRIEND](#)

Please no phone calls or walk-ins.

EXHIBIT D

Key Recruiting Initiatives
Summary

Buddy Program

Departmental Effectiveness
Review Process

Internship Program Model

Strategic Plan Summary

Documentation of recruitment initiatives described in EEO public file reports

Mentoring opportunities were provided for leadership team, along with other specific mentoring offered in areas / positions as need arose.
Senior staff and Director level staffs serve as mentors for newly hired staff to enhance product and industry knowledge, as well providing on -site leadership for day -to -day activities.
Please See Attached Buddy Program Documentation.

Departmental Effectiveness Reviews

Conducted qualitative / quantitative review of all operational areas, with a goal to increase efficiencies and review optimum organizational structure and staffing.
Enhanced bench strength and succession planning are elements of the comprehensive review, which will provide opportunity for staff development and future recruiting needs / opportunities.
This comprehensive work product served as an important input in WFYI's "Voices that Inspire" 2020 Strategic Plan.
Mentoring opportunities were provided for leadership team, along with other specific mentoring offered in areas / positions as need arose.
Senior staff and Director level staff serve as mentors for newly hired staff to enhance product and industry knowledge, as well as providing on -site leadership for day -to -day activities.
Continuous Improvement is an initiative of WFYI's "Voices that Inspire" 2020 Strategic Plan, the goal of which is to continue reviewing our operations for efficiencies and qualitative enhancements.

Look at attached presentation about process

EEO Training

Personnel Handbook, in its entirety, is in process of review/revision. Provide annual EEO and Ethical Business Conduct sessions for all staff members.
Vice President of Organizational Relations has worked with leaders and staff on specific questions. Specific recruiting/hiring/goal setting/performance appraisals/documentation training has taken place as open positions have allowed this training.
Additional staff team members are involved in all interview processes. Through WFYI's "Voices that Inspire" 2020 Strategic Planning process, a station-wide staff team is working on a Diversity initiative, with focus on our staff population continuing to reflect the diversity of our community

Revised 2018 Job Descriptions for all staff and 2020 Strategic Planning Documents Available

Internship Programs

Offered internships to a diverse group of high school and college students. Internships are provided without compensation.
Credit hours are given to interns in accordance with school policies. Applicants must submit resume and application in order to be considered for internship.
A more formalized Expectations and Evaluation process were implemented. Internships. 22 internships were provided to students throughout Indiana over the past 12 months.
Through VP of Counseling Services at UIndy, have developed an Internship program for UIndy students.
Our internship opportunities have expanded to include most departments within the station, and throughout the year, not just summer

We have since made progress to move to have paid internships

Scholarship Program

Participated in IBA Scholarship Program by airing announcements of the scholarships on our air to surrounding area (WFYI FM 90.1), providing applications for students and interns.
Applications are screened for qualifications and referred to the IBA with recommendations

Development Training

Organizational Excellence strategic initiative continues, focusing on development of leadership team members' individual and team skills.
This training has also been delivered to our director level staff members and is currently under way with our manager level staff.
Specific training has centered around concepts in Patrick Lencioni's "The 5 Dysfunctions of a Team" and "The Advantage" textbooks, with development of Core/Aspirational Values, Mission, Vision, and culmination of WFYI's "Voices that Inspire" 2020 Strategic Plan.
Implementation of new software and new procedures have offered opportunity for specific staff training.
Specific training relative to individual's position is provided as needed.
All position job descriptions were updated; more formalized annual goal setting (with quarterly reviews and formal six -month review) and annual performance appraisal processes have been implemented

New and Transferring Employee Onboarding: Buddy Program and Guidelines

What is a Buddy?

A buddy is a team member who partners with a new or transferring employee during their first 3-6 months on the job. They offer advice, resources, and guidance regarding the day-to-day aspects of working in the department and at WFYI. They may also offer encouragement and suggestions as they introduce the new employee to the WFYI culture.

Key characteristics of a buddy include:

- **Communicator:** A buddy should encourage open communication. The buddy should provide relevant information to the new employee and encourage a process of continued, self-directed learning.
- **Role Model:** The buddy should be a model employee and exemplify WFYI values.
- **Motivated:** The buddy should have a positive outlook on his/her work and use that perspective to help build self-confidence and loyalty in the new employee. The buddy should lead by example.
- **Strong Performer:** The buddy can help guide the new employee in many situations based on his/her experience and knowledge obtained in the work environment.

Why have a Buddy?

Assigning new or transferring employees a buddy provides them with a trusted and motivated person who will help them feel welcome and affirm their decision to join the department and WFYI. A buddy helps to reduce the initial confusion and uncertainty faced by all new or transferring employees. A buddy also supports the manager by allowing them to focus on job-specific issues. By increasing the new or transferring employee's ability to contribute to the department and organization, the buddy helps increase their self-confidence.

Hiring Managers

You are responsible for selecting a buddy for your new or transferring employee. Selection should be based on the following characteristics:

- Demonstration of high performance
- Is willing and able to be accessible to the new or transferring employee
- Is skilled or knowledgeable about the new or transferring employee's job
- Is proud of WFYI and the department
- Is a peer of the new or transferring employee
- Has patience, and good communication and interpersonal skills
- Wants to be a "buddy"
- Is a role model and well regarded and respected by team members
- Has been selected in advance and trained in their responsibilities

Buddies

- **Responsibilities**
 - Be a contact for general information on policies, procedures, work rules, norms, day-to-day operational issues, etc.
 - Help the new or transferring employee integrate with the department and organization regarding WFYI culture, norms, and expectations.
 - Make introductions and help establish networks
 - Assist in training
 - Establish rapport and provide open, positive communication, respecting confidentiality
 - Follow up with the new or transferring employee on a weekly basis. This can include meeting for lunch, brief chats, accompanying them to a meeting, etc.
- **Formal Relationship – 3 months**
 - Day One – meet your new or transferring employee on their first day.
 - Weekly meetings – 5 – 15 minutes in duration, or longer as needed
 - Call/email questions as needed. Buddy to set acceptable parameters.
- **Informal Relationship – 3-6 months, or longer**
 - The buddy can provide continued support beyond the initial 3 months if desired by both the buddy and the employee.

What a Buddy is Not

A buddy is not a mentor or a manager.

- **Mentor:** Someone, typically more experienced, who is involved with the overall development of an individual (personal and professional).
- **Manager:** Someone responsible for the employee’s job performance and development. The manager resolves work-related issues.

Having a Buddy is a Win/Win/Win Solution

This offers significant benefits to the new employee, the buddy, and WFYI:

Buddy Benefits	New Employee Benefits	WFYI Benefits
Recognition as a strong performer	One-on-one assistance	Increased employee satisfaction and retention
Expanded network	Jump-start on networking	Increased employee communication
Opportunity to encourage and engage others	Single point-of-contact	Enhanced employee development
A fresh perspective	Knowledge of “how things really get done.”	Enhanced quality work processes
Enhanced leadership and communication skills	Smoother acclimation and onboarding period	Increased employee productivity

The WFYI Model

Public Television Major Market Group
April 3, 2018

Lloyd Wright, President/CEO
Patty Poehler, VP, Organizational Relations

CONVERSATION
INTEGRITY
CIVIC UNBIASED
NPR
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EXPLORATION

The WFYI Model

Overview

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The WFYI Model



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EXPLORATION

WFYI Departmental Effectiveness Review

■ Why?

- Beginnings of initiative (Communications area)
- Requests from staff members
- Increase efficiencies, integration,
- Prepare for future relevancy
- Leadership study of Lencioni ***The Advantage***
 - ✓ New language (vulnerability, mining for conflict, cascading, rules of engagement, critical few, saying No)
- Embarking on time of transition
- Experience with process
- Provided financial support from Lilly Endowment

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WFYI Departmental Effectiveness Review

▪ What?

➤ Process:

- Timeline
- Leadership Involvement
- Staff/leadership interviews
- Manual/system inefficiencies
- Department succession planning/bench strength
- Report gathering
- Surveys to other stations
- Internal Findings
- Peer Review
- Recommendations – short-term and strategic

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Departmental Effectiveness Review

▪ Findings:

- Passion / Desire to be better / desire to ask tough questions
- Efficiencies – Technology / Redundancies / Data
- Department vs station initiatives – silos
- Content production silos / need for integration
- Critical Few – Courage to say No / News focus – sustainability
- Branding – common message throughout station
- Define Community Engagement / station-wide
- Bench Strength
- Skillsets – Resources not aligned with future needs
- Diversity
- Fundraising model – donor centric / philanthropic
- Compliance

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Departmental Effectiveness Review

■ Action Steps

- Content Integration across platforms – CCO
- Leadership Development – through Manager level
- Master Control / ProTrack / CRM Database / Redundancies
- News focus – expanding staff / operations, grant funding
- Branding – focus on critical few
- Culture change/increased accountability (self-selection)
- Resource Reallocation – Skills match for future needs
- Station (vs. Department) initiatives for critical few
- Initiatives – Bench Strength / Diversity / “DER Light”
- Findings served as input to Strategic Planning process

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EXPLORATION

Departmental Effectiveness Review

➤ Reflections

- Would we do it again?
- Would we do it differently?
- Can it be done more quickly?
- Will it work if leadership does not trust the process?
- What impacted our work?
- Can it be facilitated by someone without previous experience?
- How does organizational structure and staff involved impact?
- How has it impacted our organization?

▪ What's Next?

- Strategic Plan initiatives:
 - ✓ Continuous Improvement initiative (“DER” light)
 - ✓ Bench Strength initiative
 - ✓ Enhance Diversity initiative

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DER – Peer Review (final stage)

■ Why?

- Gain valuable insight from public media professionals
- Affirm/disaffirm our internal findings
- Allow opportunity to learn from one another
- Allow staff to showcase their work
- Allow staff to ask strategic questions of other public media professionals

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EXPLORATION

DER – Peer Review (final stage)

▪ How?

- Invited 12 public media leaders with differing expertise
- Reviewed our DER background/findings before arrival
- Spent two days at WFYI, intense time of review
- Provided their insights into our operation
- Their input included in our Strategic Planning process

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Peer Reviewer Reflections

Peer Reviewers:

- **Jack Galmiche**, President and CEO KETC, St. Louis
- **Skip Hinton**, President NETA
- **Georgeann Herbert**, Sr. VP, Strategy and Engagement, DPTV, Detroit
- **Chris Ostertag**, Director of Technology KLRU, Austin
- **Lori Boling**, Sr. VP, Development KLRU, Austin
- **Rick Holter**, VP of News KERA, Dallas
- **Jeanne Hopkins**, VP, Communications and Government Relations WGBH, Boston
- **Deanna Mackey**, President, Executive Director PTMMG
- **Lucy Swift** (remotely)
- **Steven Mandel**, Controller NETA

CONVERSATION

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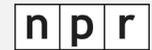
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WFYI Succession Planning

■ Why?

- Embarking on time of significant transition
- Board and Staff leadership desire for smooth transition
- Board desire for internal candidates

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WFYI Succession Planning

▪ How?

- “Fits and Starts”
- Committee of Board, led by outside consultant
- President/CEO included on committee
- 18-month process
- Board approved recommendations August 2016
- Change in organization structure:
 - ✓ ELT structure in place October 2016

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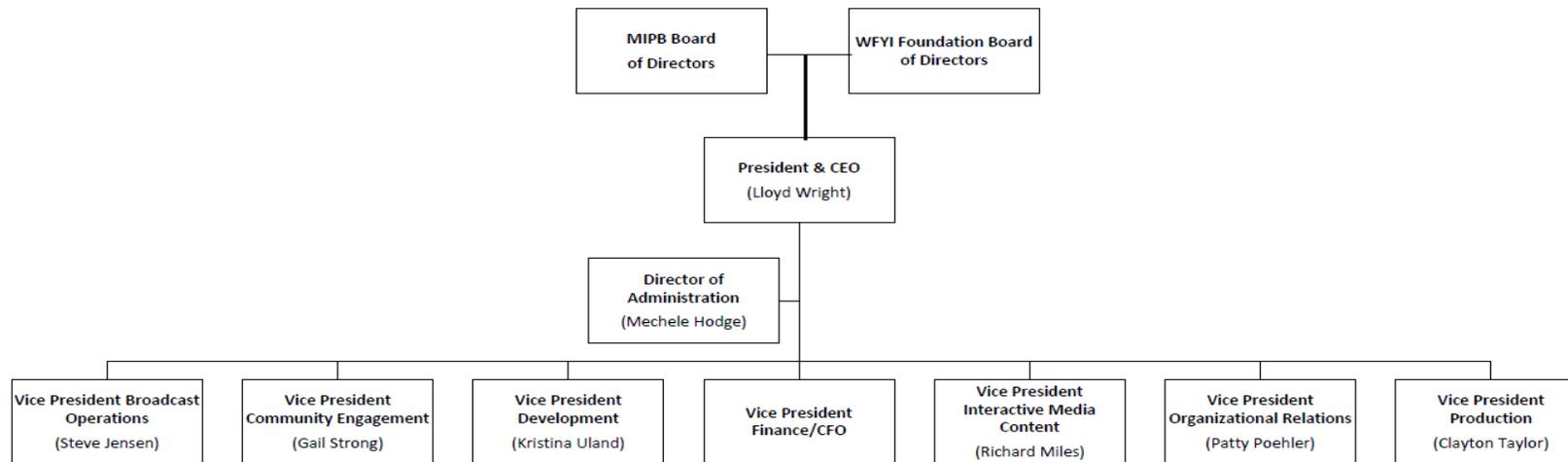
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WFYI Succession Planning

WFYI Executive Organizational Chart 2014



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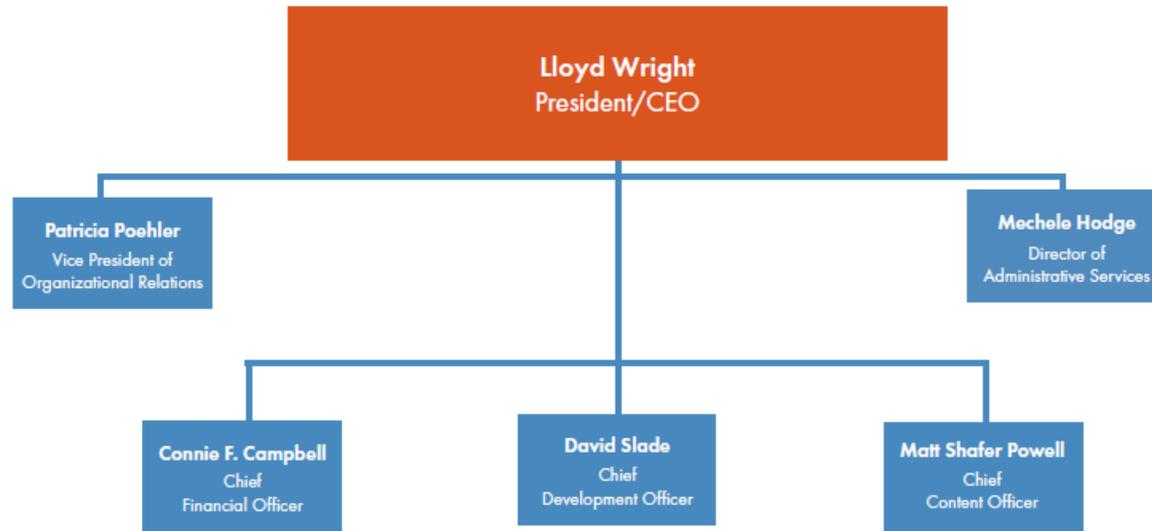
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WFYI Succession Planning

WFYI Executive Organizational Chart
2018



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WFYI Succession Planning

▪ Action Steps / Timeline

- CEO Internal Announcement
- Formation of ELT (Executive Leadership Team) (org charts)
- Transition plan and timeline approved and followed
- Beginning plans for retirement announcement and posting CEO position
- Transition of other leaders
- Planning for WFYI's 50th anniversary / honor legacy

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WFYI Succession Planning

▪ Reflections

- Importance of Board leadership
- Requires trust (Board and staff)
- Requires living with ambiguity
- Importance of Change Management
- Importance of defining/supporting desired culture
- Importance of staff being valued throughout process
- Vital process for future success of organizations

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WFYI “Voices that Inspire” Strategic Plan

■ How?

- Plan through 2020 (station’s 50th anniversary)
- Committee comprised of Board, ELT, VPs, and staff (18)
- Facilitated by consultant, Kate Sandweiss
- 18-month process
- Served as inputs:
 - ✓ Departmental Effectiveness Review findings
 - ✓ Peer Review findings
 - ✓ Succession Planning considerations

■ What’s Next?

- 2018 Work Plan
- Search for WFYI President/CEO

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Strategic Questions

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WORLDWIDE

Sharing / Questions

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STORYTELLING
INDEPENDENT



INTERNSHIP PROGRAM

OBJECTIVE

The mission of WFYI's internship program is to provide students with practical broadcast and non-profit work experience. Our hope is to prepare students to become effective and successful ideal team players, while meeting the needs of the organization.

DEFINED

Interns must be of junior, senior, or graduate student status or recent graduates within 6-months. Interns may choose to receive academic credit for their internship work in addition to paid time. However, students are responsible for obtaining the necessary paperwork from their university. All interns are offered an hourly minimum wage with a flexible schedule of up to 20-hours a week. Internships are generally a one-time experience. An internship can last anywhere between 3-12 months depending on the needs of the station and an intern's availability.

OPPORTUNITIES

WFYI internships are available in the following professions:

- Marketing
- Development/Events
- News Department
- Radio
- TV Production
- Information Technology

EXPECTATIONS

Interns can expect to receive the following learning opportunities and work experience:

- *Industry & Job Knowledge* – Interns receive a detailed job description defining the scope of responsibilities and projects. Additionally, interns gain knowledge and work experience in both the non-profit and broadcast media industries.
- *Professional Skills* – Interns interact with multiple levels of management and staff through individual and group meetings, mentorship, job shadowing, and professional lunches.
- *Career Development* – WFYI provides insight into being the best possible candidate by providing mock interviews, résumé and cover letter building, and direction toward achieving career goals.
- *Ideal Team Player* – Interns are expected to embrace WFYI's ideal team player culture with emphasis on being humble, hungry, and smart.
- *Communication & Feedback* – Supervisors provide continuous and constructive feedback, addressing poor behavior before they become bad habits.



INTERNSHIP PROGRAM

TIMELINE

Month 1

- New hire orientation and expectation setting with human resources
- Job training with supervisor
- Individual 15-minute individual meetings with executive team
- Computer training and best practices with information technology
- Broadcast and FCC basics with executive assistant

Month 2

- Job shadowing opportunities with other departments
- One-on-one lunch with senior manager, mentoring opportunity
- Production job shadow: studio taping, live pledge, or field shoot

Month 3

- First mock panel interview
- 90-day check-in with supervisor
- Identify a project for the next 3-months

Month 5

- Resume and cover letter building with human resources
- Luncheon with executive team members, mentoring opportunity
- Assess length of internship, 6,9, or 12-months based on performance and availability.

Final Month of Internship

- Final mock panel interview
- Exit interview with human resources



VOICES THAT INSPIRE 2020 STRATEGIC PLAN

CONVERSATIONS
INSPIRING
DISCOVERY
DESTINATION
INFORMATION
TRUSTED
EXPLORATION
COMMUNITY
ONLINE
BE MORE
SUSTAINABLE
EVOLVING
FOR YOU
AUTHENTIC
MEDIA
VALUE
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COMMUNITY
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VOICES THAT INSPIRE

Connecting our content to the community's interests and needs is at the heart of WFYI's mission.

MISSION

WFYI Public Media empowers, educates, entertains and connects our community through impactful journalism, inspiring stories and lifelong learning.



VISION

To create an informed, engaged community by providing indispensable information and thought-provoking content.

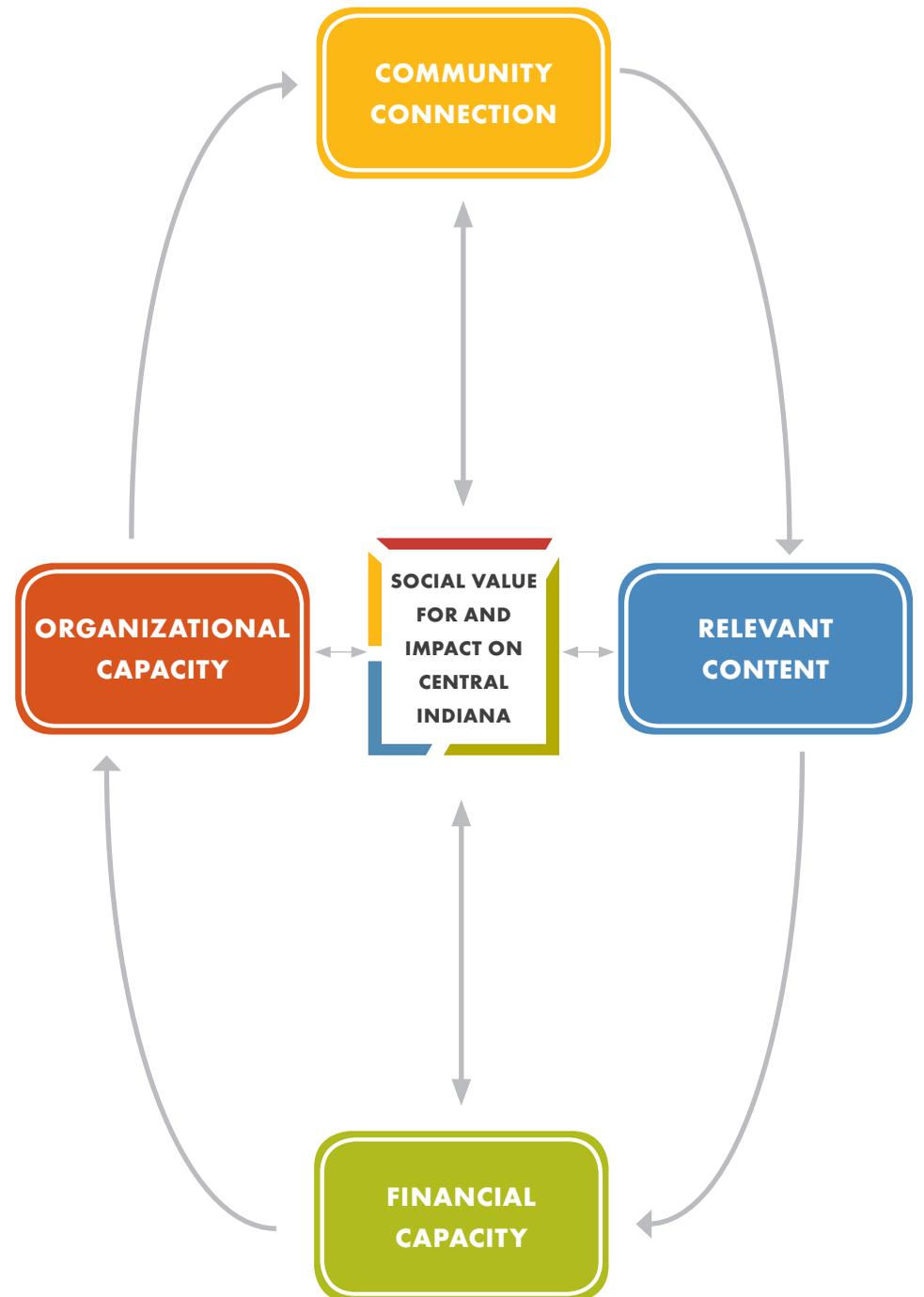


VALUES

- Operate with unquestionable integrity
- Collaborate with each other and with community partners
- Respect everyone
- Serve with humility
- Embrace change
- Deliver excellence every day



FOLD





MISSION



WFYI Public Media empowers, educates, entertains and connects our community through impactful journalism, inspiring stories and lifelong learning.

VISION



To create an informed, engaged community by providing indispensable information and thought-provoking content.

VALUES



- Operate with unquestionable integrity
- Collaborate with each other and with community partners
- Respect everyone
- Serve with humility
- Embrace change
- Deliver excellence every day

2020 STRATEGIC PLAN

COMMUNITY

CONTENT

SUSTAINABILITY

EXCELLENCE

STRATEGIC GOALS

Illuminate key issues to drive deep and sustained change

Attract New and Retain Existing Audiences

Ensure Sustainable Financial Model

Create a High-Performing Organization

KEY INITIATIVES

- Inspire community to take action as a result of our content
- Promote learning for children and adults through PBS and other education content

- Be the news and journalism leader in central Indiana
- Increase the reach of, and public's access to, WFYI's content through a digital-first strategy

- Address new and existing funding opportunities and challenges
- Increase WFYI brand awareness to increase revenue

- Create culture of continuous improvement
- Develop diversity plans

SUCCESS METRICS

- Number of people using PBS Learning Media
- Knowledge, attitude and behavior changes as a result of content
- Anecdotal responses indicating impact

- Increased audience on TV, Radio, Online and Social Media
- Size of distribution network of news content/stories

- Topline Revenue growth
- Reduction of Expenses
- Number of planned gifts

- Increase net operating results
- Increase in employee satisfaction



FROM A WFYI MEMBER:

“I think WFYI gives a voice to the people who tell stories that we wouldn’t otherwise hear, and engages us in balanced dialogue to understand the issues in our world today. Having a source of news that I can trust is critical to being a productive, engaged citizen.”



WFYI PUBLIC MEDIA

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EXHIBIT E

EEO Complaints Narrative

EEO Complaints

During the last license renewal term, Metropolitan Indianapolis Public Media, Inc. (“Licensee”), licensee of WFYI-FM, Indianapolis, Indiana (Facility ID No. 41394) (“WFYI-FM”), received the following EEO Complaints:

Nathaniel Pass brought a complaint for discrimination on the basis of race against Licensee with Indiana Civil Right Commission on December 21, 2017 (Case No. 470-2018-00683). The case was dismissed with a right to sue notice being issued on June 20, 2018. On September 21, 2018, Mr. Pass commenced a civil action against WFYI-FM in the United States District Court for the Southern District of Indiana, Indianapolis Division, Civil Action No. 1:18-cv-2924-JMS-TAB, alleging a claim of race discrimination under Title VII of the Civil Rights Act, 42 U.S.C. § 2000e (the “Lawsuit”). Mr. Pass originally included the Board of Directors as Defendants in the Lawsuit. In response to the Board of Directors’ motion to dismiss for failure to state a claim, Mr. Pass filed an Amended Complaint that dropped the Board of Directors as defendants, leaving WFYI-FM as the only defendant. The Lawsuit as resolved by settlement, and on June 20, 2019, the Lawsuit was dismissed with prejudice.

Cedric Freeman brought a complaint for discrimination on the basis of disability with the Indiana Civil right Commission on June 10, 2019 (Case No. 24F-2019-01748). The matter is presently in mediation.

Wetonah Sisk brought a complaint for discrimination on the basis of disability and retaliation for engaging in protected activity with the Equal Employment Opportunity Commission on or about November 20, 2012 (Case No. 470-2013-00618). The case was dismissed with a right to sue notice being issued. Ms. Sisk did not file a civil action thereafter.

EXHIBIT F

Recruitment Flow Chart

Metropolitan Indianapolis Public Media, Inc. (WFYI Public Media)

Hiring Process

