

Position Deleted on 12/23/2021.

## Station Manager - WVIK, Quad Cities NPR

### [Augustana College](#)

Rock Island, IL

**Type:** Full-Time

**Posted:** 12/17/2021

**Category:** [Health and Medical Services](#)

### Company Description:

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Augustana College is a private, selective, residential college of the liberal arts and sciences with enrollment of 2600 students. Our beautiful residential 115-acre campus is located in Rock Island, Illinois, part of the Quad Cities metropolitan area along the Mississippi River, 165 miles west of Chicago. Augustana awards the Bachelor of Arts in about 90 majors and related academic programs. Our diverse student body, includes 26 percent first generation college students, 23 percent Pell Grant students, 24 percent students of color, and 12 percent international students.

As part of the Augustana 2020 Strategic Plan, the campus has committed to growing as a community who welcomes and includes those historically underrepresented groups on our campus. Information on these initiatives and future plans can be found at:

<http://www.augustana.edu/about-us/president/diversity>.

Employees at Augustana enjoy an excellent benefit package including medical, retirement, paid time off, tuition benefits for employees and their family members, and much more.

### Job Description:

Job Title: Station Manager- WVIK, Quad Cities NPR

Status: Full-Time Exempt, 12 month position

Wage Grade: 750

Reports To: WVIK CEO and General Manager

Overview: The Station Manager creates, implements, and monitors a plan and shapes short- and long-term business strategies to maintain WVIK's financial solvency, improve their position in the market, and ensure quality service to listeners.

#### Essential Functions:

- Oversees all day-to-day financial activities, including accounts payable, accounts receivable, proper handling of all revenue and expenses. Facilitates Annual Audit and preparation of Financial Statements.
- Responsible for development and maintenance of station's annual budget, including reporting to supervisor, college administration, and the Community Advisory Board. Works with Director of Development and Community Outreach, and CEO to create and execute strategic plans.
- Responsible for state and federal grant application and reporting. Oversee public file maintenance and grant compliance, including license renewal, all federal reporting required, and staff training.
- Oversees upkeep and improvement of all station business administration, broadcast operations, and digital distribution platforms. Also works with Augustana College to facilitate support for building maintenance, communications networks, personnel management, donor databases, and gift processing systems.
- Responsible for all purchasing activities, including negotiating and maintaining contracts for programming and other services acquired from vendors. Manages relationships with consulting firms (as applicable) to review goals and progress.
- Ensures that proper, relevant training of new and existing staff occurs in a timely manner. Monitors working conditions to ensure

[Apply on Institution's Website](#)

Resources department to assure WVIK meets station and college goals in regards to diversity, equity, and inclusion.

- Responsible for monitoring all industry benchmark reporting, broadcast ratings, and digital analytics necessary for setting station goals.
- Maintain WVIK's continuity and disaster preparedness plans, including oversight of all necessary relationships, agreements, and back-up systems necessary to serve the Quad Cities region in the event of a natural or human-made disaster.
- Serves as a member of the both the WVIK and Augustana College teams, attending meetings and public events, helping with a variety of needs, and collaborating with others.
- Other duties as assigned.

### **Requirements:**

Education: B.A. in Business, Communications, fundraising or a related field or equivalent experience

Experience & Skills:

- Previous operations and management experience in a public broadcasting, digital audio and video distribution and/or non-profit setting.
- Demonstrated experience in financial management including creation and management of a budget.
- Demonstrated experience in change management, including implementing new and emerging technologies
- Demonstrated experience using database, spreadsheet, word processing, data manipulation, and other software program to create efficiencies, manage projects and drive strategic decision-making.
- Basic knowledge of FCC and other federal, state, and local broadcasting regulations
- Enthusiastic understanding of emerging trends related to radio broadcast, digital media, and journalism
- Excellent verbal and written communication skills with a diverse audience including colleagues, listeners, donors, and members of the business community
- Ability to work independently to manage business operations with minimal administrative support or resources
- Enthusiasm for the mission of WVIK
- Strong dedication to client service and a positive attitude

### **Additional Information:**

Work Environment: Most of the activity takes place in an office environment during regular work hours. This position requires attendance at one or two national or regional public broadcasting conferences each year, some regional travel helping with station events as needed, and some infrequent local travel.

Physical Requirements: Must be able to lift 10 pounds on a frequent basis. Also required is the ability to listen, hear, speak, climb stairs, bend, stoop, and stand for intermittently long periods of time. Must be possess or be able to acquire a valid driver's license.

Note: This job description is subject to change and is not designed to be a comprehensive listing of activities, duties or responsibilities that are required by the employee.

Augustana College is an Equal Opportunity Employer. Augustana College provides equal opportunity to all qualified employees and applicants without regard to race, national origin, religion, sex, sexual orientation, gender identity, age, disability, veteran status, and any other category protected by federal, state, or local law.

### **Application Instructions:**

Interested applicants should submit a cover letter and resume for consideration.

### **Related Searches:**

[Health and Medical Services](#)



Quad Cities 90.3 FM

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- Responsible for all purchasing activities, including negotiating and maintaining contracts for programming and other services acquired from vendors. Manages relationships with consulting firms (as applicable) to review goals and progress.
- Ensures that proper, relevant training of new and existing staff occurs in a timely manner. Monitors working conditions to ensure that all staff, volunteers, and contractors are afforded safe working conditions. Also works with the Augustana College Human Resources department to assure WVIK meets station and college goals in regards to diversity, equity, and inclusion.
- Responsible for monitoring all industry benchmark reporting, broadcast ratings, and digital analytics necessary for setting station goals.
- Maintain WVIK's continuity and disaster preparedness plans, including oversight of all necessary relationships, agreements, and back-up systems necessary to serve the Quad Cities region in the event of a natural or human-made disaster.
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Quad Cities 90.3 FM

Augustana College | 639 38th Street, Rock Island, IL 61201-2296

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12/22/2021

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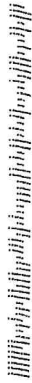


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documentation of organization list mailing as sent to full list with self-addressed copy as proof of mailing