

July 2023

Lynn Canal Broadcasting (KHNS FM) in Haines, Alaska is accepting applications for the position of general manager. KHNS serves the communities of Haines, Skagway and Klukwan providing 24-hour broadcasting of news, music, weather, information and entertainment to a total population of about 3500.

KHNS embraces a four day work week for our small but dedicated staff. The position is based in Haines, known as the ‘Adventure Capital of the World’ with world class views and plentiful outdoor recreational opportunities. Haines has a population of 2500 and features a mild maritime climate, plentiful wildlife, kayaking, sport fishing and additional marine and land-based recreational opportunities such as hiking and hunting.

For more information visit khns.org and hainesak.com

Qualifications

General Manager candidates must have the following skills and experience:

- Strong interpersonal skills and ability to work with a wide variety of people
- Aptitude and interest in radio technology and operations
- Ability to learn and comply with FCC policies and regulations
- Experience in grant writing and budget management
- Experience/ability to understand and manage a budget and non-profit accounting, including relevant software. KHNS uses Quickbooks.

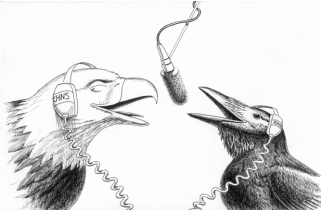
Other desirable knowledge, skills, and experience include

- Non-profit management;
- Non-profit accounting and audit oversight
- Public or commercial broadcasting, including knowledge of FCC regulations;
- Experience with new media technology
- Experience living and working in a rural setting.
- Strong writing, speaking, and public presentation skills necessary to represent KHNS successfully to the community, grantors, regulatory agencies, and other collaborators.
- Facility management (oversight of building maintenance, utilities; contract management);

Specific Duties

The specific duties of the position include the following.

- Financial management. The GM is responsible for budgeting and budget tracking, oversight of bookkeeping and audits, maintenance of records, grant tracking and reporting, and financial reporting to the Board of Directors and granting agencies. Ensures the financial and legal health of the corporation.
- Personnel management. The GM is responsible for guiding the work of a small staff, staff hiring, staff training, evaluations, benefits development, and implementing established KHNS personnel policies.
- Lynn Canal Broadcasting Board of Directors. In addition to preparing regular financial and station activity reports for the KHNS Board of Directors, the GM prepares information necessary for informed policy decisions by the board, advises the board on policy decisions, and implements the board's approved policies and strategic plan.



- Fundraising. The GM is responsible for assuring sufficient funds are available for station operations through grant writing and reporting, maintaining relationships with granting agencies and organizations, donor development, and overseeing the work of the station's Development Director which includes membership, donor cultivation and recognition, underwriting and fundraising events including the annual fundraiser.
- Operations. The GM has overall responsibility for station programming, local program production, direction of the station's news producers, and compliance with FCC regulations. The GM is responsible for assuring maintenance and operability of broadcast equipment, and the maintenance and improvement of the station's facilities which include a studio/office building and a transmitter site and the management of the Chilkat Center for the Arts. Operational needs require the GM to develop, implement, and oversee various service contracts. The GM works closely with the PD and Engineer to ensure the viability of the station's IT infrastructure and maintaining and developing the station's website and other "new media." The GM is responsible for keeping KHNS up-to-date with changes and trends in technology, media, and public broadcasting.
- Community Outreach. The GM represents the station to the local community and is responsible for assuring KHNS is responsive to local community needs and concerns. The GM guides station outreach to members, listeners, and the community at large. The GM proactively interacts with local businesses, organizations, schools, and government agencies and institutions to articulate KHNS's mission, policies, and strategic direction, and to build collaborative relationships with these entities.
- Agency and Other Networking. The GM serves as the primary communication link to other agencies and organizations involved in public broadcasting, represents KHNS interests to those agencies and organizations and seeks opportunities for collaboration and/or utilizing shared resources.
- Programming: The GM oversees PD who manages programming and attends Community Advisory Board meetings.

Salary: \$60,000 DOE with health insurance and SEP IRA match, holiday and medical leave.

How to Apply:

Submit a cover letter, resume, and references to:

**KHNS Search Committee
P.O. Box 1109
Haines, AK 99827**

Or: gm@khns.org and russ@cloudburstproductions.net

First review of applicants will be September 30th, 2023, but we will continue to accept applications until the position is filled.

KHNS is an equal opportunity employer.