

Job Description

Position Title: WFCA Radio Station Manager

Department: WFCA FM 108 Radio

Reports to: VP & CFO



WFCA Radio is a 100,000 watt Southern Gospel radio station serving central Mississippi with an emphasis on Mississippi State University and high school sports as well as Christian teaching programs and high school student learning opportunities. We serve a 100 mile radius of French Camp, Mississippi. The station is owned by French Camp Academy, a Christian home and school serving young people from difficult home situations.

The WFCA Radio Station Manager oversees all the day-to-day management and operations for WFCA Radio. Primary responsibilities are outlined below.

Staff:

- Supervise all staff, contracted positions and volunteers.
- Set goals for station and staff
- Lead and train staff for sales growth consistent with the station potential
- Give annual performance reviews

Funding:

- Manage annual operating budget for WFCA.
- Communicate with CFO on financial status.
- Set goals for advertising sales and system of accountability
- Oversee Fund Drives, mailing and all membership information
- Oversee Station Events
- Maintain current grants and work to increase public and private grants

Programming:

- Oversee all programming at WFCA.
- Work with Program Staff to schedule programming, review current programming and research programming possibilities.
- Current programming is a syndicated stream 12 hours Monday through Friday and live programming the remainder including sports programming and student programming.

Legal:

- Be familiar with the FCC rules and regulations
- Maintain Public File
- File all appropriate FCC documents and renew WFCA Radio License when necessary
- Be aware and knowledgeable of copyright and royalty laws

Management:

- Oversee engineering for transmitter
- Oversee maintenance of all station equipment, both on and off air
- Oversee maintenance of station facilities, inside and out, including studios, transmitter, building, etc.
- Recruit, inspire, and maintain volunteer core
- Manage fundraisers and other promotions
- Oversee publication of soundings, website, brochures, and any other printed, or web material

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- Supervise all staff contracted positions and volunteers
- Implement Board policy
- Be the visionary arm of the organization both internally and in the community

Terms:

- This is a full-time position with benefits

Salary:

- Commensurate with experience

Health Benefits:

- Health insurance is provided by French Camp Academy/WFCA Radio for full-time employees. A co-pay of premiums may be required and is subject to change. A waiting period for pre-existing conditions may be required.

Holidays:

- WFCA observes 6 major Federal holidays for employees (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas.) As WFCA broadcasts on these holidays, if Station Manager works on these days, a compensatory day off will be earned.

Skills and Attributes:

- Excellent skills in relating to experienced and new volunteers
- Relates to the general public knowledgeable and courteously
- Is technologically skillful and can learn new technologies and explain them to volunteers patiently and clearly
- Able to direct fundraising
- Capable of grant writing
- Available during specific hours during the week and often during weekends
- Some experience in supervising and administering paid, professional office workers and is good at determining and delegating their responsibilities
- Skilled in dealing with unexpected demands and problems
- Can work effectively and efficiently with the CFO
- Ability to function in a team approach to management and leadership
- Trustworthiness
- Desire to grow spiritually in the study of God's Word and its application to daily life
- Desire to share the Gospel of Christ with the unsaved world
- Understanding of Christian education integrating faith and learning
- Understanding of Christian marriage and parenting
- Commitment to investing in the lives of young people

Go to www.frenchcamp.org to download and fill out the full-time job application.

Send resume and application to:

**Attention: Margie Newman, Human Resources Director
French Camp Academy
One Fine Place
French Camp, MS 39745**

NEED MORE INFORMATION: For immediate reply, qualified applicants can contact Ms. Margie Newman, Human Resource Director, at mnewman@frenchcamp.org or by phone at (662) 582-0483.
