



General Manager

The General Manager position oversees all aspects of the operations of Smoky Hills PBS, a community licensee public television station, which serves central and western Kansas. Under the general supervision of the board of directors, the general manager has the administrative responsibility for carrying out station operating policies set forth by the board. This is a full-time salaried position with benefits.

Experience/Qualifications:

Minimum

- Bachelor's degree or extensive experience in Communications, Journalism, Film, Broadcasting or other relevant discipline
- Management experience including direct supervisory experience
- Experience working with and for a Board of Directors
- Budget management
- Ability to work both independently and as a team with staff and volunteers
- Excellent organizational skills
- Excellent communication skills including writing, verbal and presentational skills
- Flexibility in work hours (occasional evenings and weekends)
- Ability to travel and hold a valid driver's license

Preferred

- Knowledge of public television programming
- Knowledge of FCC rules and regulations as it applies to noncommercial television stations
- Demonstrates success in fundraising in the nonprofit setting
- Knowledge of major and planned gift cultivation and solicitation techniques
- Knowledge of social media and the continuing transformation of public media
- Experience in setting objectives, developing plans, and implementing projects to achieve goals

Duties and Responsibilities

Leadership

- Carry out the operating responsibilities and policies as set by the Board of Directors
- Collaborate with the Board of Directors to implement a strategic plan to meet the expectations of the Smoky Hills PBS consumers
- Cultivate a positive work environment and collaborate with the staff members and volunteers of the station
- Establish a visible presence in the communities Smoky Hills PBS serves; including marketing Smoky Hills PBS's services and value in central and western Kansas to community leaders, donors, potential donors, and area legislators
- Maintain and encourage constructive relationships with other public and commercial broadcasters in the region
- Represent Smoky Hills PBS to PBS, CPB and other regional and national organizations

Development

- Manage all sources of revenue for the station, including membership and underwriting
- Meet and develop relationships with donors and potential new donors of the station
- Meet and develop mutually-beneficial partnerships with businesses and other entities
- Personally develop new sources of revenue for the station

Operations

- Manage human resource functions (either directly or through department managers) of the staff, including conducting regular performance assessments
- Oversee the financial status of the station including developing long and short range financial plans, monitor the budget and ensure internal controls are in place to reduce financial risk
- Support the Board of Directors by attending all board of directors, community advisory board and board committee meetings along with helping prepare the agenda and board meeting packets
- Timely respond to all inquiries and complaints from board members, community advisory board members, staff, viewers, and donors.
- Develop and maintain oversight of an annual budget
- Supervise the station's activities and maintains compliance with all appropriate laws, regulations, and grant requirements

About Smoky Hills PBS

Smoky Hills PBS's mission is to provide the region with programming and services that nourishes our curiosity, enriches our lives, and makes Kansas a better place to live and work. For over 37 years now, Smoky Hills PBS has been striving to follow that mission in central and western Kansas. Smoky Hills PBS provides programming to over 14 cable operators in 194 communities in this region along with direct broadcast satellite through Dish Network and DirecTV. With our four transmitters, our signal reaches into 70 counties, including the cities of Hutchinson and Wichita, offering programming to over 1.2 million potential viewers.

Smoky Hills PBS was named KAB Non-Metro Station of the Year in 2019. Our station is proud of our local productions and our Literacy Leadership project where we provide books to children across our coverage area.

The operating budget of Smoky Hills PBS is approximately \$1.7 million. There are 12 full time staff members and 2 part time staff members.

To Apply:

Please email a cover letter, resume, and three references to board@shptv.org. Position open until filled. EEO employer.