

**Job Title: Executive Director**

**Reports to: Board of Directors**

**Supervises: Full-time staff of High Plains Public Radio directly or through delegation**

## **POSITION DESCRIPTION, RESPONSIBILITIES AND QUALIFICATIONS**

High Plains Public Radio seeks resumes for an Executive Director. The Executive Director of High Plains Public Radio is responsible for providing leadership, direction, oversight, and planning of all day-to-day operations including administration, finance, development, programming, and operations. The position is also responsible for providing clear strategic and operating direction, creating a stimulating and challenging environment for staff and volunteers, and ensuring compliance with all FCC, CPB, IRS, HPPR and other applicable policies and regulations. The Executive Director further provides vision and leadership to develop HPPR's resources, including people, money, programming, physical plant and technology, to advance the station's mission and goals. The position reports directly to the Board of Directors of the Kanza Society, Inc., the nonprofit corporation that owns and operates HPPR. It is based in Garden City, KS where HPPR has its headquarters but also requires travel throughout the High Plains region, including regular presence in Amarillo, TX where HPPR also maintains studios and offices.

The primary responsibilities of this position, to be carried out either directly or through delegation to appropriate employees, are in four areas:

### **I. Governance, administration and finance**

- Reporting to, seeking guidance from and providing support to the Board of Directors, including development of the Board itself.
- Developing a three to five year strategic direction for HPPR; defining and managing an annual operating plan that translates the strategy into action
- Preparing and presenting an annual budget to Board of Directors; managing to the budget and regularly reporting variances and corrective actions to the Board
- Hiring, managing, evaluating and providing professional development of personnel
- Ensuring compliance with all applicable federal, state, local, grantor, HPPR and other policies and regulations; ensuring proper and timely filing of all required federal, state, grantor and other reports and filings (e.g. FCC, CPB, IRS)

### **II. Marketing and Development**

- Providing strategic leadership for HPPR's development initiatives
- Creating high public awareness of HPPR's programming service through effective promotion
- Developing effective listener membership and business underwriting solicitation approaches; achieving revenue from these sources that matches or exceeds benchmark levels for public broadcasting operations similar to HPPR
- Assisting with on-air and off-air fundraising activities and station special events
- Cultivating major donor relationships and developing the design of major donor programs
- Designing and conducting capital and special projects campaigns to support new programming initiatives and service expansion

- Maintaining effective relationships with agencies and individuals responsible for public funding, including serving as HPPR's representative to the Kansas Public Broadcasting Council

### **III. Programming and Operations**

- Evaluating the overall quality and effectiveness of HPPR's programming; developing overall programming strategy and providing programming direction
- Ensuring that programming serves HPPR's mission of discerning and emphasizing the common geographical, historical, cultural, environmental, social, and economic ties that bind listeners within its coverage area
- Ensuring the signal reliability and quality of all HPPR transmission sites
- Ensuring that proper broadcast procedures and policies are followed at all times

### **IV. Community Relations**

- Communicating with member listeners in order to develop relationships, maintain member and listener loyalty and provide an example to other staff
- Communicating with the general public in the coverage area in order to identify service opportunities, promote awareness, foster listener membership growth, and make the case for continued business underwriting and public funding
- Partnering with area organizations and institutions to develop and extend HPPR's programming services

### **REQUIRED SKILLS**

- Effective planning and management skills to focus and optimize the use of available resources to continually improve and expand HPPR's service
- Strong leadership skills to motivate, direct and build collaboration among HPPR's staff, board members and supporters
- Strong and adaptive communications skills to promote awareness and develop support for HPPR across a wide range of constituencies

### **QUALIFICATIONS**

- Bachelor's Degree, or 5+ years' equivalent management and supervisory experience.
- Demonstrated ability to supervise and develop employees.
- Demonstrated ability to strategically manage development programs and play an effective role in major donor solicitation
- Demonstrated skill in budget preparation and fiscal management.
- Demonstrated knowledge of contracts, grant maintenance and management.
- Ability to travel widely and frequently across HPPR's large coverage area
- Prefer knowledge and understanding of the principles and procedures of operating a community/public radio station.
- Prefer knowledge of FCC, CPB and IRS regulations, policies and standards.
- Prefer familiarity with the Internet, HD, and emerging communications technologies.

To apply for this position, please send a detailed letter of application, resume and names and contact information for three references to:

**H. Wayne Hughes**

**President, KANZA Society Incorporated, dba High Plains Public Radio  
c/o Panhandle Producers and Royalty Owners Association**

**3131 Bell #209  
Amarillo, TX 79106**

Or e-mail application materials to: [pproa@pproa.org](mailto:pproa@pproa.org)

Deadline: Open until filled

HPPR is an Equal Opportunity Employer

## **Executive Director (for website)**

### **High Plains Public Radio**

High Plains Public Radio seeks resumes for an Executive Director. Responsibilities include providing leadership, direction, oversight and planning of all HPPR operations. Established in 1977, HPPR is a growing non-profit organization providing public radio service to Western Kansas, portions of Southeastern Colorado, the top of Texas Panhandle, and the Oklahoma Panhandle via 6 full-service stations and 15 translators. This position is located in Garden City, KS, where HPPR has its main studios and office. A second studio and office located in Amarillo, TX. HPPR is a full member of National Public Radio and American Public Media.

For a complete job description, call 1-800-678-7444 or visit [www.hpvr.org](http://www.hpvr.org). To apply, please send cover letter and resume to: [pproa@pproa.org](mailto:pproa@pproa.org) or H. Wayne Hughes, President, KANZA Society Incorporated, dba High Plains Public Radio c/o Panhandle Producers and Royalty Owners Association, 3131 Bell #209, Amarillo, TX 79106