



## Executive Director, KAWC KOFA Public Radio

Lead public media where it matters most. The Executive Director of KAWC/KOFA Colorado River Public Media provides strategic leadership and vision for a trusted public radio service serving Yuma and La Paz Counties and the surrounding region. This role advances community engagement, journalistic excellence, and organizational sustainability while strengthening KAWC/KOFA's partnership with Arizona Western College and its mission as an educational and cultural resource.

### Salary:

\$71,700– \$76,002 per year, depending on experience.

### Summary of Function:

The Executive Director of KAWC/KOFA Public Radio provides overall leadership, strategic direction, and stewardship for Arizona Western College's public radio station. This position is responsible for advancing KAWC's mission, ensuring organizational sustainability, and strengthening the station's role as a trusted public media service for Yuma and La Paz Counties and the surrounding region.

The Executive Director serves as the primary liaison between KAWC/KOFA and Arizona Western College leadership and represents the station within the community, public media system, and partner organizations. The role emphasizes institutional leadership, financial stewardship, community engagement, development of diversified resource strategies, and supervision of content and production teams.

The Executive Director exercises a high degree of independent judgment and discretion in carrying out responsibilities and aligning station priorities with College goals.

### Typical Duties:

- Serves Students by supporting and advancing KAWC/KOFA Colorado River Public Media's role as a learning partner of Arizona Western College, including strategic oversight of student training program(s); fostering collaboration with AWC faculty and staff; and ensuring that student participation aligns with KAWC's mission, operational capacity, and professional standards.
- Provide strategic leadership and overall direction for KAWC/KOFA Colorado River Public Media, including development and implementation of short- and long-range plans aligned with Arizona Western College's mission, policies, and priorities.
- Serve as the primary representative and spokesperson for the organization in community, regional, and public media contexts; cultivate relationships with community leaders, donors, partners, and stakeholders.
- Lead the development of diversified resource strategies, including philanthropic support, grants, underwriting, partnerships, and other revenue opportunities, in collaboration with College leadership and development staff.
- Provide executive oversight of operations, including budgeting, planning, compliance, and stewardship of financial and physical resources, in accordance with College policies and regulatory requirements.
- Supervise and support senior staff, fostering a collaborative, accountable, and mission-driven workplace culture.
- Serve as the primary liaison between KAWC/KOFA Colorado River Public Media and Arizona Western College, ensuring effective communication, coordination, and institutional alignment.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

### Required Qualifications:

- Bachelor's degree in communications, business administration, marketing, or related field
- Minimum of five (5) years of progressively responsible leadership experience in public media, nonprofit organizations, higher education, or a related field
- Experience with organizational leadership, communications, and resource development
- Experience supervising professional staff
- Strong leadership, mentoring, and communication skills
- Strong written, verbal, and public communication skills

- Applicants may indicate any additional language proficiencies in their application materials, including English/Spanish, as relevant to the position
- An equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved may be considered

**Additional Eligibility Requirements:**

- Arizona Driver's License or Equivalent

**Classification:**

- Exempt

**Position Type & Work Schedule:**

- Full-time, 12-month position
- 40 hours per week
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include adjustment to work schedule, nights, and/or weekends

**Knowledge, Skills, and Abilities:**

- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of and ability to maintain organizational structure, workflow, and operating procedures
- Knowledge of public media mission, values, and community service models, and the ability to lead a mission-driven organization in a changing media environment
- Knowledge of organizational leadership, strategic planning, financial stewardship, and sustainability within public media, nonprofit, or higher education contexts
- Knowledge of supervisory principles, practices, and techniques
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software, and applications especially those specific to the department operations
- Skill in representing an organization publicly and building effective relationships with community leaders, donors, partners, and institutional stakeholders
- Skill in guiding diversified resource development strategies, including philanthropy, grants, underwriting, and partnerships, in collaboration with development staff
- Skill and ability to be self-directed and to manage one's own time
- Skill in performing a variety of duties, often changing from one task to another of a different nature
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to maintain confidentiality of protected information and follow FERPA and privacy guidelines
- Ability to supervise and schedule the work of others
- Ability to adapt to a dynamic workload and demands
- Ability to adapt and maintain professional composure in emergent situations
- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
- Ability to exercise sound judgment and discretion in complex, multi-stakeholder situations and align organizational priorities with institutional goals
- Ability to support educational partnerships and student engagement through strategic oversight and collaboration with faculty and staff
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

**Work Environment:**

- Inside office environment with normal noise and lighting levels
- Work is performed in an open office environment with staff, student, and community contact and interruptions
- Working environment may include various locations across the service district, with varying noise levels, indoor and/or outdoor locations as needed to support program, department or institutional needs

**Physical Demands:**

- Prolonged periods sitting at a desk and working on a computer
- Safely and appropriately operate golf carts or district vehicles
- Must be able to navigate various departments of the organization's physical premises

**Travel:**

- Required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department and institutional needs.

**Note:**

- Yuma Campus
  - Benefits Eligible
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**APPLICATION PROCEDURE:**

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume (no more than 3 pages)
3. Cover Letter
4. Unofficial Transcripts

**ADDITIONAL DETAILS:**

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
  - The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice.
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**ADDRESS INQUIRIES TO:**

Arizona Western College

Human Resources

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