



General Manager, KAWC/ KOFA Public Radio

Are you a visionary leader who is passionate about public media, community connection, and making a meaningful difference? Arizona Western College invites an accomplished professional to join our team as General Manager of KAWC/KOFA Colorado River Public Media. This is an opportunity to lead an organization that plays an important role in the communities it serves while working alongside talented professionals, students, and partners who are committed to public service. We are looking for a leader who brings energy, integrity, creativity, and a collaborative spirit to the role.

If you feel you would be a strong fit for this opportunity and are ready to help shape the future of KAWC/KOFA, we encourage you to apply and tell us what you can bring to this important role.

Salary:

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

Summary of Function:

The General Manager serves as the chief executive of KAWC/KOFA Colorado River Public Media, providing strategic, financial, and operational leadership to advance the station's mission, regional service, and long-term sustainability. Oversees resource development, community and public media relationships, and KAWC's educational partnership with Arizona Western College while safeguarding editorial independence and aligning station priorities with College goals.

Typical Duties:

- Serves Students by supporting and advancing KAWC's role as a learning partner of Arizona Western College, including strategic oversight of student training programs; fostering collaboration with Arizona Western College faculty and staff; and ensuring that student participation aligns with KAWC's mission, operational capacity, and professional standards.
- Provides executive leadership and strategic direction for KAWC by establishing organizational priorities; developing and implementing short- and long-range plans; fostering a culture of accountability, innovation, collaboration, and public service; coaching, developing, and evaluating senior staff; and ensuring organizational performance advances KAWC's mission and long-term sustainability.
- Provides financial leadership and stewardship for KAWC by developing and administering budgets; leading revenue planning and financial forecasting; ensuring responsible management of financial, physical, and technological resources; maintaining compliance with college policies and applicable regulations; and implementing strategies to strengthen KAWC's long-term financial sustainability.
- Serves as KAWC's primary representative within the community and throughout the public media system by cultivating relationships with donors, community leaders, educational institutions, strategic partners, and other stakeholders; leading resource development efforts including philanthropy, underwriting, grants, and partnerships; and strengthening KAWC's visibility, reputation, and community impact.
- Provides executive oversight of KAWC operations, including content, programming, engineering, technology, digital services, and administrative functions; safeguards editorial independence while ensuring operational excellence, regulatory compliance, and alignment with KAWC's mission and strategic priorities.
- Serves as the primary liaison between KAWC and Arizona Western College by fostering collaborative relationships across the institution; ensuring effective communication and alignment with college priorities; and identifying opportunities to advance the educational mission of both KAWC and the College.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

Required Qualifications:

- Bachelor's degree in communications, business administration, marketing, nonprofit management, journalism, public administration, or a related field
- Minimum of five (5) years of progressively responsible leadership experience, including supervising and developing professional staff and overseeing operations across multiple functional areas

- Experience in a leadership role within public media, higher education, a nonprofit organization, a news or journalism organization, or another mission-driven setting
- Experience developing and administering budgets and managing organizational financial resource
- Experience developing and implementing strategic initiatives and leading organizational change
- Experience in one or more of the following: fundraising, business development, philanthropy, grant development, underwriting, sales, or other revenue-generating activities
- 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
- Monday-Friday, 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 or ability to maintain organizational structure, workflow, and operating procedures
- Knowledge of supervisory principles, practices, and techniques
- Knowledge of public media's mission, community service model, governance, and standards for editorial independence
- Knowledge of public media operations and applicable regulatory and compliance requirements
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, College system platforms, software, and applications specific to department operations
- Skill and ability to be self-directed and manage one's own time
- Skill in performing a variety of duties, often changing from one task to another of a different nature
- Skill in budget planning, resource allocation, and fiscal oversight
- Skill in fundraising, donor relations, and resource development
- Skill in audience development and community engagement
- 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 be flexible and supportive, positively and proactively assimilate change in rapid growth environment
- 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 operate relevant equipment required to complete assigned responsibilities for the position
- 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 lead strategic planning and innovation initiatives aligned with institutional goals and student success

priorities

- Ability to represent KAWC and the college in community partnerships, regional initiatives, and strategic collaborations
- Ability to coach and develop staff to enhance performance and support professional growth
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public
- Knowledge of public media's community service role, mission-driven values, and editorial independence.
- Knowledge of budget development and financial stewardship principles.
- Skill in fundraising and relationship development.
- Skill in audience development and community engagement.

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:

- Location: Yuma Campus
- Benefits Eligible

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

ADDRESS INQUIRIES TO:

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Human Resources

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