

Kansas Association of Broadcasters Seeks President/Executive Director

Located in Topeka, the President/Executive Director provides the daily leadership and administration of the affairs of our organization. His/her primary duty is to ensure that we are responding to the needs of our members by providing quality services and programs, as well advocating for our membership and for the broadcasting industry both on the state and federal level.

The Kansas Association of Broadcasters (KAB) has an immediate opening for the position of President/Executive Director. The KAB, serving over 245 radio and television stations, represents the interest of member stations and associate member organizations in the state. The Executive Director provides leadership, direction and administration of all aspects of the KAB mission and answers directly to the Chairman of the Board of Directors under the guidance of the Board of Directors in accordance with the Association by-laws, policies, and directives. Qualified applicants should possess a minimum of five (5) years of experience in broadcast executive management, trade association administration or a related field and have a proven track record of success in a corporate, private, or non-profit environment. While not required, past experience in a sales environment is a plus.

The President/Executive Director is responsible for the operation of all KAB functions including, but not limited to, budget planning and implementation, membership recruitment, securing and maintaining Public Education Partnership (PEP) sponsorships, member service programs, KAB Foundation continuing education programs and National trade organization participation. This position will require travel in state and occasional travel outside of Kansas.

The President/Executive Director will be charged with all administrative and program responsibilities outlined below as well as other duties as assigned by the Board of Directors.

GENERAL DUTIES AND RESPONSIBILITIES:

- Maintains a line of communication with the Board of Directors concerning Association operations. Fully informs the Board and Officers concerning the conditions and operations of the KAB and on all significant factors influencing them.
- Solicits and negotiates Public Education Partnership (PEP) sponsorships and oversee the execution and fulfillment of all such contracts.
- Plans, promotes, and facilitates all official meetings of the Association.
- Develops and recommends an annual budget for consideration and approval by the Board of Directors.
- Acting as the chief lobbyist at the state legislature, particularly with respect to bills that may affect broadcasters; monitoring legislation and providing testimony and advocacy as needed; enlisting station and group management in letter-writing campaigns and giving testimony before the Legislature when needed.
- Work directly with the Secretary / Treasurer to administer and maintain all financial accounts.
- Maintains membership records and administers dues and other assessments.
- Maintain Association website and social media sites.
- Administer the Alternative Broadcast Inspection Program for member stations.
- Produce and distribute monthly newsletters and other communications with members and associate members.
- Communicate with and visit non-member stations and potential associate member organizations to grow Association membership
- Supervise Association employees or contract workers.
- Plan, promote, and facilitate the Annual Convention and other Association sponsored functions.
- Maintain relationships and communication with Local, State and National elected officials and work with national trade organizations to promote and protect the interest of Broadcasters.
- Assist government officials, the FCC, and licensees of member and non-member stations in implementing the State's Emergency Alert System plan.
- Maintain knowledge of trends impacting the broadcast industry.

QUALIFICATION REQUIREMENTS

- Minimum five (5) years of experience in broadcast executive management, non-profit organization administration, trade association or a related field and have a proven track record of success in a corporate, private, or non-profit environment.
- Four year college or university degree in a related field.
- Must be proficient in basic accounting principles and basic computer skills.
- Must be proficient in current social media platforms including Facebook, Twitter, Linked-in, Instagram, etc.
- Routine regional travel and occasional national travel is required.
- Must possess a valid driver license and Social Security number
- While performing this job, employee must be physically able to conduct all job requirements and be able to occasionally lift up to 25 pounds.
- Must be able to adapt to changing needs in the operation of the Association, work under tight deadlines, speak publicly, and be a positive ambassador for the Association and the broadcast industry.
- To apply for this position, please respond by email to Brad Moses, KAB Board Chairman, at brad.moses@kwch.com and include "KAB President" in the subject line. The Kansas Association of Broadcasters is an equal opportunity employer. Applications will be accepted until position is filled.