



101.7 FM
RKR

Reviving Kanehsatà:ke Radio - Relancer Kanehsatà:ke Radio

Tsik Nonwéhson Nitkontewenni:ne's - Mohawk MultiMedia, Inc.
13 Ahsennéhson, PO Box 4004
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450-479-1017

JOB TITLE : Executive Director (ED)

SUPERVISOR: The Board of Directors of Tsik Nonwéhson Nitkontewenni:ne's Mohawk MultiMedia

LOCATION: Hybrid

The Board of Directors is seeking its FIRST EXECUTIVE DIRECTOR (ED) to manage and operate all aspects of the station. RKR's FIRST ED is a versatile, resourceful leader with multiple competencies. The ED is a strong communicator with highly developed business acumen who can prioritize competing interests with the goal of moving the RKR into the twenty first century while keeping the community at the heart of all decisions. The essential management skills related to planning, organizing, directing, monitoring and evaluating operations are part of what makes RKR's first ED exceptional as this person will build RKR in the community of Kanehsatà:ke.

SUMMARY OF THE POSITION:

The ED operates as part of a team dedicated to delivering high quality radio and service to the community of Kanehsatake and to its listeners. The incumbent is responsible for the daily business aspects of operation, administration and management of RKR 101.7 FM Kanehsatà:ke's community radio station.

The ED is the liaison between the Mohawk MultiMedia Board (MMM) of Directors, the community of Kanehsatà:ke and the staff and volunteers of RKR 101.7 FM. In addition, the ED creates and executes programming and marketing strategies, develops and assists in executing promotional ideas. Provides direction for the station on air and fiscally, ensuring the station remains profitable and actively seeks new avenues for improving the station's revenue base. In collaboration with staff and the Board of Directors, sets the vision for the station, creates and implements the long-term global plan to reach the vision and communicates this clearly to the staff and volunteers. Provides leadership, accountability and stability within the organization. Encourages the continual growth and development of the station. The ED must demonstrate knowledge and understanding of Kanehsatà:ke and the ability to engage with many facets of the community and must be willing to actively engage in the process of gaining knowledge and understanding of the community. The ED is responsible for ensuring RKR's involvement within the community and maintaining a connection to the on-air programming.

COMPETENCIES SOUGHT AND DESCRIPTION OF CERTAIN TASKS:

The ED is competent in several spheres, including but not limited to:

Governance

The ED reports to a Board of Directors of a federally incorporated not for profit organization. The ED understands the importance of keeping the Board of Directors abreast of changes to federal legislation affecting the corporation and all activities impacting the mission and the financial stability of the corporation.

- a. The ED supports the President of the Board in preparing the agenda and minutes of the meetings.
- b. Develops and implements policies or procedures as needed.
- c. Develops RKR's Annual Plan.
- d. Oversees the preparation of the audited financial statements.
- e. Updates provincial and federal sites for corporations.
- f. Supports the development of the Board of Directors' strategic plan.
- g. Maintains a relationship with the Board of Directors between formal meetings.
- h. Prepares reports for the Board of Directors, as required.

Financial Management

The ED is responsible for all financial aspects of RKR. The ED maintains the fiscal integrity of the station, overseeing RKR 101.7 FM's financial situation by ensuring that finances are in order and sound financial practices are in place.

- a. Creates overall and departmental budgets; monitors budgets.
- b. Seeks out new financial avenues and funding sources.
- c. Writes grant proposal applications, creates budget, and submits them before the deadline.
- d. Manages the grant funds and the project they relate to.
- e. Provides the reporting.
- f. Develops fundraising activities and strategies.
- g. Maintains existing funding to keep the station running and to meet the station's needs.

Leadership and Human Resources Management

The ED is a strong, inclusive leader who manages all aspects of the work culture.

- a. Acts as a leader and sets the example to staff.
- b. Serves as primary spokesperson for RKR 101.7 FM.
- c. Mobilizes staff around a common vision and common objectives.
- d. Uses participatory approaches to engage staff.
- e. Proposes to the Board of Directors job descriptions and budgets for positions that may be required to fulfill certain tasks.
- f. Supervises all staff, evaluates performance and provides regular feedback to staff.
- g. Oversees all human resource issues, ensuring that the right staff are filling positions.
- h. Oversees all hiring, reprimands and firing of staff.
- i. Resolves staff conflicts, serving as primary mediator for internal grievance procedures.
- j. Encourages the continuous growth and development of the station.
- k. Ensures that the general atmosphere of the station is professional as well as fun and enjoyable.

- l. Establishes and maintains minimum training standards for staff.
- m. Seeks volunteers and provides support and oversight.

Program Management

The ED manages all projects, programs and operations at RKR 101.7 FM.

- a. Provides input for on-air programs and content. Ensures that the Kanien'kehá:ka language and culture have a prominent presence on air.
- b. Responsible for overseeing and executing projects that may be needed to meet the objectives of the organization.
- c. Implements plans while continually monitoring progression towards next steps, meeting goals and objectives.
- d. Oversees website and Social Media presence and image. Prepares digital presence strategies.
- e. Ensures that all broadcast conditions are followed and basic radio conduct is adhered to.
- f. Responsible for ensuring RKR 101.7 FM programs, projects and operations are consistent with all internal policies, guidelines, and procedures as well as the mission and values of the organization.

Management of Material Resources

- a. Oversees all aspects related to maintaining the materials required to operate RKR.
- b. Collaborates with technical resources to ensure that the station is functioning properly and securely with up-to-date equipment and technology.

Community Relations

RKR 101.7 FM is an important actor in the community of Kanehsatà:ke. The ED, as the main representative of RKR, is responsible for maintaining harmonious relations with the community and with other partners.

- a. Maintains a relationship with the community of Kanehsatà:ke and participates in public events.
- b. Responds effectively to any community questions or concerns. Keeps abreast on community related issues and events, and ensures the information is incorporated into the programming as necessary.
- c. Handles media relations for the station.
- d. Maintains networks and collaborates with Directors of other community organizations, and other radio stations.
- e. Ensures there is adequate community involvement and interaction with listeners.
- f. Oversees promotional events.
- g. Coordinates, supervises, delegates activities and provides support as necessary to ensure promotional events run smoothly.
- h. Evaluates the event's success.
- i. Appearance at as many community events as possible is strongly encouraged.
- j. Works toward partnerships and outreach that will enhance the presence and image of RKR 101.7 FM in the broader community.

Other Duties

- a. Carries out administrative functions including routine paperwork (writing of business correspondence, employee communication, memos, etc.).
- b. Follows any additional related instructions and perform duties outside of their normal responsibilities from time to time.

ABOUT TSIK NONWÉHSON NITKONTEWENNÍ:NE'S MOHAWK MULTIMEDIA (MMM)

Mohawk MultiMedia To promote our Mohawk identity, including language, art, history, values and traditions and to share these elements with both our community and neighbouring communities, through original multimedia content.

Mohawk MultiMedia is a multimedia organization that strives to:

- Be a reliable community based organization that is responsible and accountable to the seven generations;
- Provide programming that is credible, inclusive, entertaining and accessible to the wider community;
- Be a sustainable organization through evolution and innovation while keeping its integrity;
- Promote, support and protect the status and interests of the Mohawk community and the general wellbeing and welfare of the members thereof;
- Promote exchange and share cultural programming with other Indigenous communities.

Proposed starting salary is \$65,490 plus retirement and health benefits.

This job description may be modified at any time.