



Job Description: Executive Director, Vancouver Co-op Radio (CFRO 100.5 FM)

Position Overview

Vancouver Co-operative Radio, CFRO, 100.5 FM, is a non-profit, listener-supported, multilingual community radio station that has provided Vancouver with alternative public affairs, music, and arts programming since 1975. Located in the Downtown Eastside, Co-op Radio produces creative and engaging programming for communities whose voices are underrepresented in the mainstream media. Rooted in values of **participation, co-operation, social justice, independence, and community**, the station operates with unionized staff represented by **Unifor Local 3000**.

The Executive Director (ED) is a forward-thinking, practical leader with a passion for community media and a proven ability to guide organizations through change. Reporting to the Board of Directors, the ED is responsible for providing strategic leadership, managing day-to-day operations, developing sustainable financial strategies, fostering relationships with diverse stakeholders, and ensuring the station's programming reflects its mission and values.

Key Responsibilities

1. Visionary Leadership, Strategy and Change Management

- Exemplify and promote Coop Radio's mission and values.
- Develop and implement strategic goals that ensure the station's long-term sustainability and growth.
- Inspire trust and motivate a group of diverse stakeholders (including 3+ staff, over 300 volunteers) to contribute to the organization's vision.

2. Operational and Financial Management

- Oversee all operational aspects of the organization, ensuring efficient and effective management.
- Develop and manage annual budgets, financial reporting, and grant-writing activities.
- Ensure compliance with organization, government, and media sector policies and practices.

3. Community-Centered Engagement

- Build and foster relationships with diverse groups, prioritizing underrepresented voices.
- Actively seek community input and feedback to guide programming and services.

- Represent Coop Radio in external forums, promoting the organization as a champion of local voices and alternative media.
- Foster partnerships that enhance inclusivity and community ownership.

4. Fundraising and Resource Development

- Identify, secure, and sustain diverse funding streams to ensure long-term financial stability.
- Build strong relationships with programmers, donors, granting organizations, and community partners.
- Develop innovative fundraising campaigns aligned with Coop Radio's mission and values.
- Report to funding partners as needed.

5. Cultural Competency & Inclusion

- Demonstrate a strong commitment to equity, diversity, and inclusion, reflecting the cultural richness of Vancouver.
- Design and implement programming that amplifies marginalized voices.
- Lead with empathy and cultural awareness, ensuring Coop Radio is a welcoming space for all.

6. Programming & Innovation

- Ensure programming aligns with Coop Radio's mission while adapting to evolving media and non-profit landscapes.
- Champion creative excellence and diversity in content.
- Encourage technological innovation.
- Collaborate with volunteers to strengthen programming quality.

7. Human Resource & Collaborative Leadership

- Build and maintain an inclusive, respectful, and collaborative team culture.
- Lead hiring, onboarding, and staff reviews.
- Navigate conflict resolution effectively, fostering trust and alignment.
- Promote growth while ensuring adherence to union agreements (Unifor Local 3000).

8. Governance and Board Relations

- Support the Board of Directors with governance and strategic planning.
- Partner effectively with the Board to align strategic priorities.
- Provide timely and accurate information to support informed decision-making.
- Align organizational actions with strategic priorities.

9. Communication and Public Relations

- Possess exceptional communication skills to represent Coop Radio and build relationships with stakeholders.

- Serve as a charismatic spokesperson for the organization in media, events, and public forums.
- Craft clear and compelling messages to engage supporters and amplify Coop Radio's impact.

10. Advocacy and Policy Leadership

- Lead a diverse team of staff, volunteers, and board members through collaboration and consensus-building.
- Stay informed on local, regional, and national policies impacting co-ops, non-profits and community radio.
- Advocate for policies that protect and promote independent media.

Qualifications and Skills

- Proven leadership experience in non-profit, co-operative, or community media sectors. Minimum of 3 years' experience.
- Strong financial management skills, including budgeting, grant writing, and fundraising.
- Demonstrated ability to lead successful organizational change and navigate transitions.
- Exceptional communication and interpersonal skills, with the ability to engage diverse stakeholders, including a large pool of volunteers.
- Commitment to equity, diversity, and inclusion, with knowledge of cultural competency best practices.
- Experience working with Boards of Directors, governance structures, and volunteer-driven organizations.
- Knowledge of Vancouver's community and cultural landscape is an asset.
- Passion for community media and Coop Radio's mission.
- Broadcasting & community radio experience are an asset.

Position Details

- Reports To: Board of Directors
- Direct Reports: 3+ part time staff
- FTE: 0.625 (25 hours per week)
- Wage: 44,000\$ annually, commensurate with experience. Includes generous benefits and vacation.
- Start Date: No later than March 1st, 2025
- Location: Downtown Eastside, Vancouver
- Union Status: This is a management position and is not part of Unifor Local 3000.

How to Apply

Please submit your cover letter and resume to boardliaison@coopradio.org

Application Deadline: February 14th 2025