



Title: Assistant General Manager (AGM)

Location: KPFK-FM (offices located in Glendale, CA)

Employment Type: Full-Time

Exemption Status: Exempt

The Pacifica Foundation was founded in 1946 and is a non-profit organization providing educational services through listener-supported community FM radio. There are five listener-supported FM radio stations in the Pacifica network: KPFA Berkeley, KPFK Los Angeles, KPFT Houston, WBAI New York, and WPFW Washington, DC.

Pacifica is dedicated to education, free speech, peace, social justice, and cross-cultural understanding. Pacifica's national and local boards include elected delegates of listener and staff members.

Position Summary

The Assistant General Manager (AGM) supports the General Manager in overseeing daily station operations, financial management, regulatory compliance, personnel coordination, and strategic planning.

The AGM plays a key leadership role in ensuring operational stability, accountability, and effective communication among staff, volunteers, national office leadership, and governance bodies.

This position reports directly to the General Manager.

Leadership Development & Capacity Building

The Assistant General Manager role is designed to serve as a leadership development position with the opportunity to grow into broader executive responsibilities. The AGM will:

- Develop the skills and institutional knowledge necessary to assume General Manager responsibilities when appropriate.
- Work closely with the General Manager to gain experience in strategic planning, budgeting, governance relations, and regulatory oversight.
- Strengthen staff and volunteer capacity through training, clear systems, and performance accountability.

- Support long-term programming development by helping cultivate new talent, strengthen existing shows, and align programming with community needs and station mission.
- Assist in building operational systems that increase sustainability, audience engagement, and revenue stability.

This role is ideal for an emerging nonprofit media leader who seeks to grow into a General Manager position while contributing meaningfully to the station's immediate operational stability and long-term institutional strength.

Core Responsibilities

1. Operations & Administration

- Oversee daily administrative operations of the station.
- Ensure compliance with Pacifica policies, station policies, and applicable federal and state regulations.
- Support coordination between programming, engineering, development, and administrative departments.
- Monitor operational systems and workflows for efficiency and accountability.

2. Financial Oversight

- Assist in preparing and monitoring the station's annual budget.
- Track revenue and expenses against budget projections.
- Coordinate with bookkeeping and national finance staff on reporting requirements.
- Support internal financial controls and documentation processes.
- Assist with audit preparation and documentation requests.

3. Fundraising & Revenue Support

- Support on-air fund drives and special fundraising initiatives.
- Assist with donor relations and stewardship.
- Coordinate with development staff and volunteers to track campaign progress.
- Help implement revenue diversification strategies.

4. Human Resources & Volunteer Coordination

- Assist with staff onboarding and personnel documentation.
- Support compliance with employment policies and labor laws.
- Help coordinate volunteer onboarding and training systems.
- Assist with performance tracking and personnel communications.

5. Governance & Reporting

- Prepare reports for the General Manager for submission to the National Office and Local Station Board.

- Attend Local Station Board meetings as assigned.
- Support transparency and accurate reporting of station metrics.
- Maintain documentation required for governance compliance.

6. Regulatory & Risk Management

- Assist in maintaining FCC compliance, public file requirements, and required postings.
- Support risk management practices and documentation.
- Monitor contract compliance with vendors and service providers.

Required Qualifications

- Experience in nonprofit management, media operations, or community-based organizations.
- Strong organizational and administrative skills.
- Budget tracking and financial oversight experience.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities in a deadline-driven environment.
- Proficiency in standard office software and data tracking systems.
- Experience working in mission-driven or grassroots organizations preferred.

Preferred Qualifications

- Experience in public or community radio.
- Knowledge of FCC compliance requirements.
- Experience supporting fundraising campaigns.
- Familiarity with unionized or volunteer-heavy environments.
- Experience working within nonprofit governance structures.

Key Competencies

- Strong organizational leadership
- Accountability and follow-through
- Diplomacy and conflict management
- Financial literacy
- Ability to operate in politically diverse environments
- Commitment to Pacifica's mission and values

Work Environment

This position may require occasional evening and weekend availability, particularly during fund drives, major station events, or governance meetings.

Compensation

Salary range is \$60,000-\$72,000 per year, commensurate with experience and consistent with Pacifica Foundation compensation guidelines. Benefits eligibility will be determined in accordance with Foundation policy and applicable law.

Requirements: Employment is contingent upon proof of eligibility to work in the U.S., 21 years of age or older, verification of degree/credentials, satisfactory Background Check, agreeing to uphold all of the Pacifica Foundation Policies and Procedures, Confidentiality Agreement, Policy on Outside Employment, Policy on Ethics, Policy on Prohibiting/Preventing Workplace Violence, Policy to Prohibit Harassment in the Workplace, adhering to Drug-Free Workplace Policy, compliance with Workplace Injury and Illness Prevention Policies, and compliance with HIPAA Rules and Regulations, (by signature).

Equal Opportunity Statement

The Pacifica Foundation is an Equal Opportunity Employer and encourages applications from individuals reflecting the diversity of the communities we serve. The Pacifica Foundation is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on race, color, ancestry, religious creed, national origin, ethnicity, gender, age, marital status, disability, medical condition, or sexual orientation. Women and minorities are encouraged to apply.

Send resume and cover letter to HR@pacificafoundation.org. Résumés and cover letter must be submitted in PDF format only. Word documents (.doc/.docx) will not be accepted.

Application Deadline: March 31, 2026