

Job Title: Program Director

Organization: St. Gabriel Communications, d/b/a Iowa Catholic Radio Network

Reports To: Executive Director

Supervises: On-Air Talent, Producers, Board Operators, Programming Staff & Volunteers

Position Summary

Iowa Catholic Radio Network, a ministry of St. Gabriel Communications, continues to experience growth in our listenership, and requires a mission-driven Program Director who is a dynamic and faith-filled leader who is focused on spreading the gospel of Jesus Christ through our apostolate. The Program Director will lead programming strategy, oversee on-air talent, and ensure high-quality Catholic broadcast content across radio and digital platforms.

This leader ensures all content reflects the organization's Catholic mission, maintains FCC compliance, grows audience engagement, and strengthens the Network's brand through compelling, faithful, and professional programming. This role is ideal for a creative leader passionate about evangelization through media

Key Responsibilities

Programming Strategy & Execution

- Design and manage daily broadcast schedules across all signals and streams
- Select, evaluate, and schedule syndicated and local programs
- Ensure programming reflects Catholic teaching, liturgical seasons, and apostolic priorities
- Maintain strong pacing, flow, and listener experience across dayparts
- Develop long-term programming strategy aligned with organizational growth goals

Talent Leadership

- Recruit, coach, and evaluate on-air hosts and contributors
- Provide performance feedback and training for announcers and producers
- Oversee volunteer and part-time programming personnel
- Foster a culture of excellence, professionalism, and mission alignment

Content Development

- Lead development of local shows, podcasts, and special features
- Identify opportunities for new programs that grow listenership and impact
- Collaborate with Development and Marketing teams on special programming initiatives
- Approve scripts, interviews, and show concepts

Compliance & Quality Control

- Ensure all programming meets FCC regulations and non-commercial broadcasting rules
- Maintain contest compliance and required documentation
- Review on-air content for accuracy, tone, and theological integrity
- Coordinate with Engineering to ensure broadcast continuity

Audience Growth & Analytics

- Monitor ratings, downloads, and listener metrics
- Adjust programming based on audience trends and performance data
- Develop strategies to increase reach, engagement, and retention
- Provide regular performance reports to leadership

Collaboration & Communication

- Work cross-departmentally with Development, Marketing, and Engineering
- Support fundraising campaigns and live broadcast events
- Coordinate network affiliates and syndicated content partners
- Participate in strategic planning and leadership meetings

Qualifications

Required

- Demonstrated experience in radio programming, broadcasting, or media production
- Strong leadership and coaching skills
- Excellent communication and organizational ability
- Practicing Catholic in good standing with the Church
- Understanding of FCC broadcast regulations
- Ability to manage multiple projects and deadlines

Preferred

- Experience in non-commercial or faith-based media
- Audio production and editing proficiency
- Familiarity with automation systems and broadcast software
- Strategic planning or audience development experience

Core Competencies

- Mission-driven leadership
- Editorial judgment
- Strategic thinking
- Attention to detail
- Creativity and innovation
- Team development
- Problem solving under pressure

Key Performance Indicators (KPIs)

- Audience growth (ratings, streaming, podcast downloads)
- On-air quality and consistency
- Compliance accuracy
- Talent retention and development
- Successful program launches
- Listener engagement metrics

Work Environment & Expectations

- Full-time leadership role
- Occasional evenings/weekends for live broadcasts or events
- Availability during pledge drives and special programming periods

Mission Alignment Statement

This position serves a Catholic apostolate and must actively support the mission of evangelization through faithful, engaging, and professionally executed programming that reflects the teachings of the Catholic Church.

Apply

- Submit a resume and cover letter to deaconmark@iowacatholicradio.com.
- Optional: relevant audio or production samples.
- Applications reviewed on a rolling basis until the position is filled.