

Job Opening at WLMB-TV 40

TOLEDO'S CHRISTIAN TELEVISION STATION

Title: Senior Vice President of Business Affairs & Programming

Hours: Full-time, Monday-Friday / 9:00am – 5:00pm (with some occasional exceptions)

Work to be performed at: 825 Capital Commons Drive, Toledo, Ohio 43615

To apply, please send WLMB your resume and cover letter to careers@wlmb.com.

WLMB-TV 40's Mission Statement

The mission of WLMB-TV 40 is to provide Christ-centered television of high technical quality and programming excellence to uplift, unite, educate, challenge, and encourage our viewers in a manner consistent with the teachings of God's Word.

Position Summary

WLMB-TV 40 TOLEDO, an award-winning Christian TV station, is seeking a spiritually mature and highly capable leader to serve as Senior Vice President of Business Affairs & Programming, combining the roles of Chief Financial Officer (CFO) and Chief Programming Officer (CPO). This executive position provides faithful stewardship over the organization's finances while helping shape a Christ-centered broadcast ministry reaching viewers of all ages.

The CFO role oversees budgeting, financial reporting, accounts payable and receivable, donor databases, employee benefits, and contract negotiations with vendors and programming partners. The CPO role serves as a key driver of procuring TV content for broadcast, both paid and unpaid programming, creating a well-rounded schedule.

This position is ideal for a well-spoken, professional Evangelical Christian with at least five years of financial management experience and a sincere desire to see Christian and family-friendly programming draw viewers into a closer relationship with our Lord and Savior, Jesus Christ. Success in this role requires exceptional communication and leadership skills, sound analytical judgment, and strong creative and strategic vision.

Key Responsibilities

Financial Leadership (CFO)

- Provide strategic financial oversight, including budgeting, forecasting, reporting, and financial analysis using QuickBooks.
- Oversee fiscal operations, donor stewardship, expense accountability, and compliance with all applicable laws and regulations.
- Manage vendor and programming contracts, negotiating favorable terms and ensuring operational efficiency.
- Supervise administrative operations, including gift processing and financial workflows.
- Evaluate and recommend employee benefits and cost-management strategies.

Programming & Broadcast Operations

- Lead development of weekly and seasonal programming schedules balancing ministry teaching, family-friendly entertainment, paid programming, and station-produced content.
- Ensure FCC compliance and timely filing of all required reports.
- Oversee traffic operations (program schedules) to ensure accurate scheduling and daily broadcast delivery.
- Review audience feedback and represent WLMB-TV 40 Toledo professionally in community and ministry relationships.

Organizational & Human Resource Leadership

- Serve as a senior leader in personnel decisions, hiring, onboarding, staff development, and performance management.
- Foster a Christ-honoring workplace culture marked by integrity, teamwork, encouragement, and excellence.

Required Qualifications

- A vibrant personal faith in Jesus Christ aligning with WLMB's Statement of Faith.
- Bachelor's degree in business or a related field.
- Proven financial management expertise, strong communication and leadership abilities, and the capacity to quickly master broadcast, financial, and donor management software systems.

Occasional Unique Work/Travel Experiences:

Candidate will be expected to attend (with spouse option) an Annual National Religious Broadcasters Convention (typically 5-6 days in February). Other potential trips might include the option to attend the National Association of Broadcasters Convention, Washington DC Lobbying, or a trip with the RadiantTV film crew at one of the US National Parks.

Benefits

Family Health, Vision, & Dental Insurance – 100% of the premium paid by WLMB

Accidental Death & Dismemberment Insurance – 100% paid by WLMB

Retirement 401K Plan with 4% Company Match

Generous Paid Vacation, Personal Days, & Holidays

K-12 Tuition discount at Toledo Christian Schools or Monclova Christian Academy

WLMB-TV 40 is an equal employment opportunity employer, however WLMB has chosen to elect the “religious exemption” (as allowed by Federal law through the rules and regulations of the Federal Communication Commission) so we can select employees based on religious beliefs consistent with the mission statement and the Articles of Incorporation of WLMB-TV 40.