



Editor Job Description

Example 1

News Organization — a trusted source for environmental and climate-justice news in southern New England since 2009 — is looking to hire an editor to lead and manage its newsroom. As editor, you will have the opportunity to shape the coverage of the region's only environmental news organization.

Responsibilities

- Set the editorial vision for the newsroom.
- Manage the story budget and help staff reporters and freelancers develop story ideas.
- Work with reporters through all phases of story development from identification through polishing copy, gathering art, layout and publication.
- Curate and edit opinion submissions from the community.
- Post stories to website daily and plan story budget for weekly e-newsletter.
- Act as the public face of the newsroom and interface with the community — readers, stakeholders, donors and founders — responding to story tips and providing feedback.

Qualifications

While no single candidate may embody all the qualifications below, an ideal candidate would possess many of the below experiences and skill sets:

- Knowledge of or passion for environmental issues
- Exceptional writing, reporting and editing craft
- Solid news background and at least five years' experience as an editor
- Effective leadership and personnel management skills
- Ability to work with seasoned reporters as well as early career journalists
- Knowledge of WordPress a plus
- Uncompromising news judgment and commitment to editorial standards
- Demonstrated proficiency in digital storytelling (video, text, audio)
- Committed to reporting that is inclusive and reflective of all communities, particularly those historically underrepresented in mainstream media
- Outstanding editing, coaching, organizational and communication skills
- Ability to multitask and work on deadlines



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Compensation

Salary range is \$60,000 to \$70,000 annually depending on experience. Benefits include three weeks paid vacation, Simple IRA with 3 percent company match, health-care stipend, 5 percent employee profit sharing after one year of employment, up to \$1,000 stipend for professional development, flexible schedule. The editor will have the ability to work remotely but must live in or be willing to relocate to *News Organization's* coverage area (Rhode Island or bordering communities in Massachusetts and Connecticut).

To apply: Send cover letter, resume and 3-5 clips that you've written and/or edited to *News Organization* publisher/co-founder at jobs@email.org.

Example 2

News Organization is seeking a skilled editor who can work with the nonprofit newsroom's award-winning education team. We're looking for someone who can navigate the news cycle while focusing on what distinguishes *News Organization* from the pack – compelling, in-depth journalism that goes beyond the latest headlines and searches for solutions to some of the most vexing issues facing education in California and the nation.

With the state's largest team of education reporters, *News Organization* is seeking an editor with a keen eye for seeing the big picture on issues, including those involving early education and K-12. A strong candidate will have experience working with both seasoned and emerging writers, as well as an ability to inspire and coach while helping to shape storytelling with impact. With a mix of longform pieces, short news updates, as well as in-depth enterprise, the editor will work collaboratively with *News Organization's* editorial leadership team to help steer the strategic vision of the newsroom.

A successful candidate will have a proven track record of managing a team of journalists, with the ability to elevate content by helping to conceive relevant, engaging and data-driven stories. We're looking for a creative and experienced editor with a knack for distilling complex topics and education jargon into clear, engaging storytelling that sheds new light on issues and trends in education.

Founded in 1977, *News Organization* has earned its reputation as a highly respected and independent nonprofit newsroom with a long track record of reporting on important education issues, from early education to postsecondary. While its primary focus is on California, EdSource covers issues within a national context.



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The editor will join an influential and growing organization recognized as one of the most authoritative sources of education reporting in a state with the nation's largest system of public education. Our journalism is published online, in daily email newsletters, via video and podcast, as well as through partnerships with other news organizations.

This position is based in *News Organization's* headquarters in Oakland, although the organization is currently working remotely.

Qualifications:

- At least 8 years of professional editing experience, preferably working with a daily journalism publication;
- Ability to set, lead and execute a strategic vision for a wide range of coverage, along with the ability to distill complex education topics;
- Enthusiastic leader with team-building skills that encourage collaboration and innovation;
- Proven supervisory skills, working collaboratively with other editors, as well as reporters;
- Excellent writing and editing skills, with the ability to place issues within a larger context;
- Ability to work independently under tight deadlines;
- Creative self-starter who is eager to explore new ways of covering education issues and create high-impact multimedia storytelling;
- Experience in education journalism preferred but not required.
- Duties and Responsibilities:
 - Edit stories with impact in a variety of styles and formats.
 - Supervise a team of journalists, providing regular feedback and coaching.
 - Work with other team members to develop new ways to grow audience.
 - Other duties as assigned.

Along with the opportunity to do meaningful work with a team of experienced journalists, *News Organization* offers a comprehensive benefits package that includes a range of medical plans, a retirement savings plan, generous vacation leave and paid holidays, as well as professional development opportunities.

To Apply:

Send a cover letter, resume and provide contact information for three references, as well as links to your social media accounts and links to, or attachments of, three to six



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examples of work you have edited to jobs@email.org. Please include the job title in subject line.

News Organization is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds, all races, colors, origins, ancestries, creeds, religions, genders, ages, disabilities, veteran statuses, sexual orientations, and marital statuses are strongly encouraged to apply.

Example 3

News Organization, an award-winning nonprofit news organization devoted to investigative, in-depth and independent journalism for all of North Carolina, seeks an editor to lead newsroom operations and serve as a member of the organization's executive team.

We're looking for someone who can seek out the best overlooked stories in North Carolina to provide high-quality, trustworthy in-depth and investigative journalism. We want someone who will think critically and creatively, seek innovative ways to tell single stories and series, and who can lead, coach and supervise a high-performing team of award-winning journalists.

The editor will work collaboratively and across departments to fulfill our vision to be North Carolina's largest and most impactful wholly independent investigative nonprofit news organization. The editor will, in collaboration with the executive director, steer the strategic vision of the newsroom, both in overall direction and outputs that include long-form pieces, short news updates, in-depth enterprise and investigative series. Along with other members of the executive team, the editor will prioritize the organization's core principles of reach, impact and sustainability in decision making. The editor reports directly to the executive director.

As the supervisor of newsroom staff, the ideal candidate will be an experienced and effective leader, supervisor and manager who can work with seasoned and emerging journalists, as well as teams of freelancers located across the state. The editor will also manage, participate and inspire collaborations at the local, state and national levels, and be able and willing to consider and track the impact of our journalism from the individual to policy levels.

Today, our journalism is freely delivered digitally through *News Organization*; content sharing partners at local, state and national levels; third-party aggregators; and daily/weekly email newsletters. We seek an experienced editor who can elevate these existing distribution channels to increase loyalty among current audiences and



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who can work collaboratively across departments to conceive, test and evaluate innovative news products and methods to reach additional audiences.

Founded in 2011, *News Organization* has earned its reputation as a highly respected, nonpartisan and wholly independent nonprofit news organization in North Carolina. We prioritize producing nonpartisan journalism on the public interest issues that others overlook and high-impact investigative reporting that holds those in power accountable. And while we cover all of North Carolina, we are working to be one solution to filling news gaps in areas threatened by news deserts, particularly in rural communities.

While the organization's headquarters are in Asheville, N.C., the editor may live anywhere in the state. The *News Organization* team is largely remote, with staff members located across the state. You should expect to travel, both throughout North Carolina and nationally.

The best candidates for this position will have the following experience and attributes:

- At least 5 years of professional editing experience, preferably with a journalism publication
- Experience proactively setting, leading and executing a strategic vision for a wide range of coverage, along with the ability to distill complex public interest topics
- Enthusiastic leader with proven supervisory and team management skills that encourage collaboration, trust, collegiality and innovation
- Excellent writing and editing skills, with the ability to place issues within a statewide context
- Solid news judgment and the ability to work independently under tight deadlines
- A high level of curiosity about our home state, across multiple and diverse beats, interests, geographies and communities
- Creative self-starter who is eager to explore effective ways of covering North Carolina issues and create high-impact multimedia storytelling
- Understanding and prioritizing DEI principles, from hiring to sourcing to story selection
- Excellent project management skills, including the ability to juggle multiple deadlines in collaboration with other departments, meet deliverable expectations, and prioritize and plan long-term projects and initiatives



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- Have excellent interpersonal communication skills, including the ability to communicate respectfully and inclusively with colleagues, community partners and other stakeholders

Duties and Responsibilities:

- Develop and produce journalism in a variety of styles and formats, framing stories through a lens of systems and solutions that hold the powerful to account and drives local, regional and statewide conversations
- Lead the hiring process for a growing newsroom and freelance cohort, and provide confidence-boosting supervision for newsroom staff through effective communication, coaching and leadership
- Direct all newsroom operations, including supervising and managing staff and freelancers; daily and long-term news plans; and budget oversight
- Schedule, assign, and edit stories on daily, weekly and monthly schedule, and use and improve internal systems and structures to support story planning, publication, sharing, collaboration and impact tracking
- Think proactively about future coverage, including emerging and potential projects, priorities and news needs in North Carolina
- Work with the executive team to develop and improve ways to grow audiences and measure impact
- Leverage, participate and help lead community engagement efforts to elevate story-telling, sourcing and news production
- Manage website development and updates, in conjunction with web development and audience engagement leaders
- Other duties as assigned

We recognize that you may be an excellent/ideal candidate even when your expertise may be different from what we've described or envisioned for this position. Everyone is different, and you do not have to satisfy all requirements to be considered for this job. *News Organization* is very interested in reflecting the communities we serve and encourages women, people of color, those living with disabilities, those from rural communities, and others from underrepresented communities in the traditional media to apply.

Along with the opportunity to do meaningful work with a team of experienced journalists, *News Organization* offers a comprehensive benefits package that includes a 95% paid primary health care plan; access to additional coverage including life insurance and accident plans; generous vacation leave and paid holidays; and professional development opportunities. The salary range for this position is \$70,000-\$80,000, based on experience, education and potential.



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To Apply:

To apply, you must submit your application via this form. Your cover letter should clearly state 1) how your experience and education will help you succeed in this role, 2) your understanding of *News Organization's* mission and role in North Carolina, and 3) why you're interested in this position.

The editor may start immediately, though the position will remain open until filled.

Apply now.

If you need more information, you may either email your questions or you may book a 15-minute call with the *News Organization* Executive Director. Contact them by email at jobs@email.org. Please note that emailed responses and phone calls are only for you to ask questions about the role; they will not be interviews for the position itself.

Example 4

News Organization, an award-winning, quarterly consumer print magazine and website that covers greater San Francisco Bay Area environmental issues, natural sciences, and outdoor recreation, has an opening for a full-time Digital Editor. This is a unique opportunity to continue to build and grow the online presence of a regional nature magazine, and to cover San Francisco Bay Area organizations and scientists on the leading edge of global conservation.

What you'll do

The *News Organization* oversees every aspect of *News Organization's* editorial presence online: setting strategy and goals, finding stories, assigning and editing staff and freelance contributor reported articles, creating and writing a weekly newsletter, and overseeing our social media strategy.

Our ideal candidate has a minimum three years experience as an editor at a magazine or in another journalism setting, plus a strong, demonstrable interest in the natural world and environmental science of the San Francisco Bay Area. You will report to the Editor in Chief and be an essential part of a small editorial team and *News Organization's* staff. We are passionate about accuracy, transparency, and publishing articles that inspire, challenge, and inform readers.



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The *News Organization* strives to reflect the full diversity of the Bay Area in our stories, staff, and freelancers, and we strongly encourage people historically underrepresented in journalism and conservation to apply.

Required skills

- Minimum 3 years of experience editing journalism
- Experience reporting or editing articles about science
- Excellent news judgment
- Experience with the backend of a WordPress site
- Track record of envisioning and achieving a strategy for cultivating loyal readership through newsletter, social media, and emerging platforms
- Exceptional communication and collaboration skills
- Knowledge of the San Francisco Bay Area

The salary ranges between \$60K – 75K annually depending on experience. *News Organization* offers healthcare, pre-tax transit benefits, a 403(b) plan, flexible work hours, and holiday, sick, and vacation leave. Requires several days a week in the Bay Nature office in West Berkeley.

The deadline to apply for our Digital Editor position is May 31, 2022. **Start date mid to late June.**

To apply please send a resume and cover letter that describes why you are interested in this job, what you will bring to it, and what you expect to gain from it. Email hiring@email.org. Please put **Digital Editor** in the subject line.

No phone calls please. Position will remain open until filled.

News Organization is an equal opportunity employer.

Example 5

News Organization seeks a dynamic Senior Editor to lead the day-to-day execution of *News Organization's* journalism strategy. The person in this position assigns and edits reported stories for publication on a daily basis — approximately 10-12 stories per week, of between 700 and 1,200 words. The Senior Editor also prepares this content for the roster of daily, weekly and monthly newsletters that *News Organization* publishes, recruits new contributors with a focus on increasing diversity in our freelance pool, and collaborates with other team members on ways to boost page views and audience engagement on social media.



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The Senior Editor is also a key voice representing the organization in various ways to outside parties, whether moderating webinars, serving as a representative at publishing partner meetings, or supporting staff at events and through other opportunities that support *News Organization's* overall organizational strategy.

This position reports to *News Organization's* Editorial Director. The Senior Editor must know what makes a great story, how to build a narrative that is solutions-based and informative, and how to work with writers to bring out their best skills. The Senior Editor helps *News Organization's* columnists and contributors shape their stories, taking responsibility for the quality and character of much of the website's daily content.

Our ideal candidate has:

- Editing experience required (at least 4 years preferred);
- A degree or equivalent work experience in English, journalism, urban planning or a related field, plus direct experience as an editor for print and/or digital outlets;
- Strong communication skills, a keen interest in and meticulous attention to language and grammar;
- Experience recruiting freelance writers and managing a pool of contributors;
- An understanding of current media and publishing trends, including what drives readers to share and how to create SEO-friendly headlines;
- Familiar with creating content within a CMS.

Preference will be given to candidates with knowledge of subject areas relevant to coverage of cities, including but not limited to racial justice, affordable and fair housing, transportation equity, equitable economic development, smart cities, environmental justice and sustainability, and more.

Our employees do rewarding work while being part of a team that is committed to making cities more just and equitable. Our diverse staff and board are in service to an engaged reader base, including 40,000 who subscribe to *News Organization's* emails, 2 million that visit newsorg.org each year, and over 170,000 who follow us across social media.

The *News Organization* recently completed a strategic plan that will develop our resources while continuing to center racial equity and opportunity for all.

We are a small staff and everyone wears many hats. You must be a team player, detail-oriented, adept at prioritizing and multitasking, and willing to pitch in where



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needed. Some travel will be required. This is a full-time position operating remotely, or based in our Philadelphia office.

Salary Range: \$60K-\$70K depending on experience

Benefits: Rich benefits package includes ample PTO and sick time; full health, dental and vision coverage; Flexible Savings Account; 401K with matching.

To apply, please send a resume to jobs@email.org along with a cover letter that addresses why you want to support our mission. We may contact you to provide two references, and two story ideas you think are a fit for *News Organization* (based on our pitch guidelines). Please put "Senior Editor Job Opening" in the subject line. This position will remain open until filled.