

Executive Director Job Description

Example 1

The salary range for this position begins at \$60,000 yearly, based on education and experience. The organization's benefits package includes generous leave and professional development opportunities, as well as health insurance, a technology stipend, and paid vacation time.

The *News Organization* is a nonprofit digital news site with a mission to improve civic and political understanding in Ithaca and Tompkins County by publishing and sustaining in-depth, educational, rigorous, timely, and ethical journalism that all residents can access online free of charge. The *News Organization* endeavors to be the leading media platform that informs and connects the people of Ithaca with trusted news, information, and commentary. It strives to build a more informed, better educated, and more prosperous community.

The Executive Director is responsible for overseeing the administration, programs, and strategic planning of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

General Responsibilities

1. Financial Management and Fundraising: The Executive Director develops resources sufficient to ensure the financial health of the organization and is responsible for:
 - Fiscal management that operates within the approved budget, ensures maximum use of resources, and maintains the organization in a positive financial position
 - Oversight and coordination of all financial operations, including payroll, while working in conjunction with the sponsorship and advertising associate
 - Fundraising and developing other revenues necessary to support the Ithaca Voice's mission
 - Grant writing, in collaboration with *News Organization* staff



Institute for Nonprofit News

- Fiscal integrity, including submitting to the Board a proposed annual budget and monthly financial statements accurately reflecting the financial condition of the organization
2. Organization Mission and Strategy: The Executive Director works with the Board and staff to ensure that the mission of the *News Organization* is fulfilled through programs, strategic planning, and community outreach. Responsibilities include:
- Strategic planning to ensure that the *News Organization* can successfully fulfill its mission into the future
 - Implementation of programs that carry out the organization's mission
 - Establishing and maintaining relationships with various professional, civic and private organizations to strategically enhance the organization's mission
 - Primary spokesperson to the organization's constituents, the media, and the general public
3. Organization Operations: The Executive Director establishes employment and administrative policies and procedures for all functions and day-to-day operations, including:
- The hiring and retention of competent, qualified staff
 - Supervision and collaboration with the staff, including the managing editor, sponsorship and advertising associate, salaried reporters, contract reporters, vendors, and interns
 - Effective administration of operations, including signing all notes and agreements on behalf of the organization
 - Collaboration and communication with the Board of Directors on policy decisions and fundraising
 - Oversight of Board organization and committee meetings
 - Oversight of marketing and other communications efforts

Professional Qualifications

- Bachelor's degree
- Nonprofit management experience
- Ability to oversee and collaborate with staff
- Demonstrated fundraising and/or grant writing experience
- Excellent donor relations skills and understanding of the funding community
- Solid organizational abilities, including planning, delegating, program development, and task facilitation
- Strong financial management skills, including budget preparation, analysis, decision-making, and reporting



**Institute for
Nonprofit News**

- Strong written and oral communication skills and public speaking ability

Application Process

**Please submit a cover letter and résumé via email at apply@email.com.
Application materials due by Friday, July 8, 2022.**

The *News Organization* is committed to diversity among its top leadership 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.

Example 2

About the Organization

News Organization is a non-profit media organization that produces an award-winning, public radio program heard on over 151 radio stations, and via podcast, SoundCloud, and more.

News Organization produces radio stories that analyze critical issues and engage with social justice challenges and solutions. Our weekly 29-minute documentary-style radio program explores issues ranging from workers rights to environmental justice, reproductive health to criminal justice. Programs explore the structural and systemic roots of issues — and highlight solutions, innovations, and organizing initiatives to give people hope and catalyze change.

News Organization is broadcast each week in 41 states, on 151+ radio stations in the US, Canada, and Australia — across NPR, Pacifica, PRX, university, and tribal networks. Information from radio stations' statistics estimate 96,000 *News Organization* broadcast listeners. Thousands more stream the *News Organization* podcast.

About the Position

The Executive Director is responsible for leadership and direction of *News Organization* at a pivotal moment in the organization's history. Newly transformed into a fully remote newsroom, energized by the creativity of new and longstanding staff members, and eager to step into the next phase of who we are, *News Organization* is poised for an exciting period of growth, change and development.



Institute for Nonprofit News

The incoming ED should be a person who relishes capacity building and organizational development, deeply committed to racial equity, who seeks to create equitable and sustainable organizational structures and practices, and who is excited to grow and change with the organization.

We recognize that the traditional Executive Director role asks too much of one person, so we seek to hire a second position in conjunction with this hire, either to take on the role of Senior Producer or that of Development Director, as aligns with the strengths of our selected candidate.

Strategic Direction

- In partnership with the staff and board, define strategic direction for the organization
- Develop work plans and organizational development goals to advance the organization's strategic direction
- Ensure that all programs, policies, and practices are in alignment with *News Organization's* values and direction

Racial Equity & Values

- Lead *News Organization's* ongoing racial equity work
- Articulate organizational values and goals related to racial equity in our coverage and within our organization
- In collaboration with staff and board, define what it means for *News Organization* to be an anti-racist organization

Organizational Development & Management

- Ensure ongoing mission-centric programmatic excellence and consistent quality of finance and administration, fundraising, communications, and systems
- Cultivate, grow, and support a strong Board of Directors
- Work collaboratively with *News Organization's* small staff, providing staff with clear, regular evaluations; professional development opportunities; and a common sense of purpose
- Review and refine data systems, ensuring Making Contact follows best practices around data privacy and data maintenance

Financial Management



Institute for Nonprofit News

- Ensure fiscal health through long-term financial planning and ongoing budget analysis
- Ensure financial best practices are followed and realistic budgets are met
- Develop and manage the annual budget
- Oversee day-to-day financial operations

Fundraising [possibly in partnership with a Development Manager]

- Develop and manage the annual fundraising plan
- Expand and develop relationships with major donors, family foundations, and philanthropic foundations
- Lead a team of staff and board in grassroots fundraising and major-donor expansion
- Process donations and manage fundraising database

Production [possibly in partnership with a Senior Producer]

- Act as story editor for in-depth stories [approx 1 per month]
- In collaboration with production staff, set editorial priorities and manage calendar
- Ensure timely production of grant-supported reporting projects

Communications

- Communicate *News Organization's* mission and vision clearly to supporters and partners and to the journalism community at large
- Actively engage and energize *News Organization's* board members, partnering organizations, funders, donors and staff
- Grow the *News Organization* community of listeners by maintaining current relationships with terrestrial radio; increasing digital listenership, and increasing social media presence
- Work collaboratively with partner organizations to increase the impact of *News Organization's* journalism
- Get creative around other ways to share *News Organization* content through collaborations, partnerships, events, and other means

Skills & Aptitudes

The ED should be thoroughly committed to *News Organization's* mission, and the crucial role journalism can play in social movements. Candidates should have proven leadership experience and be excited about the opportunity to build capacity and develop the organization into its next phase.



Preferred Qualifications

We are a social justice organization with a commitment to an internal culture of support and growth. If this sounds like the job for you, and you have much but not all of the skill and experience described, please apply anyways.

- Unwavering commitment to social justice, and especially to racial and gender equity and justice.
- Management experience with the ability to work collaboratively with staff, set and achieve strategic objectives, and manage a 400k budget.
- Demonstrated ability to raise money; experience with major donors and/or foundations.
- Experience building new revenue streams for any type of organization.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Media experience preferred. Radio/audio experience a plus, but not required.

Compensation & Benefits

- Annual salary range: \$80,000-\$85,000
- Salaried, full-time, exempt, remote - based anywhere in the US
- 100% employer paid Silver level Medical, Dental, and Vision benefits
- 3 weeks vacation to start
- 10 paid holidays

Remote work requirements (stipend or *News Organization*-owned equipment provided to bring your office setup into alignment with position requirements)

- Computer (laptop/desktop)
- Webcam or camera phone
- Stable internet connection

Application Process

To apply, please email [hiring@email.org](mailto: hiring@email.org) with a resume and cover letter. In your cover letter, please address:

- What draws you to *News Organization*? What do you think we could be doing better?



Institute for Nonprofit News

- What do you think is the role of journalism in the US?
- What do you think would be your biggest challenge as ED of this organization?
- How would you describe yourself as a leader?

Application Timeline

- Applications will be reviewed on a rolling basis
- Deadline for priority consideration: Monday June 20, 2022
- We are currently working with an Interim ED who will support training and onboarding.
- Position will remain open until filled.

Equal Opportunity Statement

News Organization is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, sexual preference, gender identity and expression, national origin, religion, disability, or economic status. We actively recruit applications from women, people of color, LGBTQ folks and people with disabilities. If you need accommodations to support your participation in this application process, please email us at hiring@email.org.

Example 3

News Organization seeks the next executive leader for a nonprofit newsroom that has been making its mark in the Birmingham metro region of Alabama since 2015. With the opportunity to establish an in-person office at a local college, this sharp, detail-oriented Executive Director will continue a commitment to engaging the community and representing diverse viewpoints in public service, investigative and explanatory reporting. This individual will possess excellent organizational, editorial and writing skills and provide a vision for creating new revenue streams and continuing to connect foundations and donors — large and small — to projects that matter.

What we're looking for

The successful candidate is tech-savvy, detail-oriented, highly organized and self-motivated, with a willingness to partner with other local news organization that share our mission. This individual will have leadership experience, a track record of fundraising for mission-driven organizations, a passion for local journalism and



appreciation for the rich opportunities to work in this diverse region in the heart of the South.

Duties include:

- Working with board members to refine the strategic/business plan, to develop a budget that supports editorial and administrative operations, and to create/execute a plan that addresses long-term funding and sustainability.
- Securing a diverse mix of revenue streams, including gifts, grants and earned income such as sponsorships, events and memberships.
- Personally identifying, cultivating, and soliciting new donors and foundation partners with the support of AIJ board members. This includes working with development and marketing consultants on stewardship and with current board leadership to identify and attract new board members.
- Working with the News Editor to refine editorial policy and goals and increase readership for high-quality, trusted reporting that is unique to the *News Organization* mission and enhances the *News Organization* brand. This includes monitoring audience growth metrics.
- Ensuring that diversity is a key value in operations and reporting.
- Setting benchmarks for program spending and delivery that reflect financial realities and ensure fiscal stability. This includes efficient and professional administration of day-to-day operations, including the highest levels of transparency, accountability and consistency.
- Maintaining records for on-going reports that will be used by the board, in grant management, donor stewardship and brand strategy.
- Maintain adequate insurance, including liability coverage for reporting and Directors & Operators.
- Seeking and maintaining relationships with outside consultants and vendors.
- Working with News Editor to manage transition to in-person office and set policy for remote operations.

Required qualifications:

- Demonstrated commitment to journalism values and ethics at the highest level.
- Passion for informing and engaging local communities.
- Excellent writing and analytical skills; strong organizational skills, including the ability to multi-task and work to deadlines.
- At least four years' experience in reporting, editing, and/or coordinating teams; executive management experience in nonprofits and/or media.



Institute for Nonprofit News

- Web publishing and social media skills; ability to use Microsoft Word, Excel, WordPress.

Preferred qualifications: Knowledge of Alabama and the Birmingham area and appreciation for the special challenges and opportunities of this region.

Start: June 2022 or when available; resident in Birmingham area; remote working until office established at local college. Salary and benefits negotiable.

Application

Please send:

- Resume
- Cover letter or statement of interest explaining: **(1)** why you are a good fit for BirminghamWatch, including examples of a specific project or position that you are proud of and reflects your abilities and values and **(2)** what challenges or opportunities excite you about working in Birmingham, Alabama
- At least three samples of your best work – include at least 2 writing samples and one project you've coordinated with a summary of your role.

Send to jobs@email.com. Applications reviewed when received; please apply before **May 10, 2022**.

News Organization seeks applicants of diverse backgrounds, and values open dialogue, empathy, respect, and dignity of all persons. We encourage members of traditionally underrepresented communities to apply, including women, people of color, veterans, LGBTQ+ people and people with disabilities.

More about the Birmingham metro region

2015 Birmingham-Hoover MSA census data shows a population of 1,145,647 (660,367 in Jefferson County), with 77 percent over the age of 18. Out of this number, 88 percent graduated from high school and 30 percent from college. Our mid-sized market benefited from more than 100 years of reporting by the largest newspaper in the state (The Birmingham News) and a strong web presence (al.com). This changed in 2012, with cuts in print publications from seven to three days per week, followed by layoffs among experienced reporters and mid-level editors and a change in the methods of coverage. In response, the former managing editor of The News joined two other founders to create the Alabama Initiative for Independent Journalism in 2014 and to launch, under her direction, BirminghamWatch.org as its on-line publication in 2015.



Institute for Nonprofit News

Key to the mission has been to fill the gaps in local coverage (whether city council meetings or Covid statistics) and to dig more deeply into important issues in the areas of education, the environment, economic development and government, including production of impartial Voter Guides for local elections. The media landscape continues to change, with the growth of “good news” outlets – some sponsored, some independent – and weekly/monthly print publications covering particular neighborhoods in our fragmented region (35 cities in Jefferson County alone).

Metro Birmingham today offers many attractions for a journalist, with a diverse population representing diverse political viewpoints as part of an urban center in a conservative-leaning state. Growing numbers of donors and increased support from local foundation show that local journalism has value as part of a thriving community. The challenges of nonprofit work remain, including the financial realities of maintaining a quality product while creating stability for a successful future. The ideal candidate is organized, ambitious and appreciates the value of working in partnership with others who share our belief that factual and unflinching reporting is a vital component of a strong democracy.

Example 4

News Organization, a nonprofit investigative news organization, is looking for an inspiring and innovative Executive Director to take the award-winning five-year old operation to the next level.

As ED, you'll lead our strategic planning efforts to build a sustainable news organization that will thrive well into the future. You will coordinate the organization's fundraising efforts across a diverse mix of revenue streams and build the financial, human resources and administrative infrastructure to support growth while cultivating a just and equitable organizational culture.

The position is based in Santa Fe, New Mexico, known for 300 days of sunshine; diversity; a world-renowned arts, food and culture scene; breath-taking landscapes and an abundance of outdoor recreation, including skiing, hiking and mountain biking.

The successful candidate will have a passion for journalism, executive leadership experience, a track record of fundraising for mission-driven organizations and the talent to write extraordinary grant applications. Working with the editorial team, you



will maintain relationships with funders and sponsors while protecting the independence of the organization's news gathering.

Directing *News Organization's* business operations would put you on the forefront of enabling the kind of journalism that holds the powerful to account in a state that suffers from high poverty rates, poor educational outcomes and government corruption that too often goes unchecked. Here is your chance to make a difference.

Responsibilities and priorities

- Work with the organization's editorial leaders and board to develop a five-year strategic vision. Key is building and managing a fundraising pipeline that includes foundations, major donors, underwriters and corporate sponsors.
- Ensure that diversity is a key part of the organization's framework and that equity and inclusion are ingrained in the organization's strategic vision, including when it comes to hiring, retention, compensation and coverage.
- Support editorial leaders and staff in the design, implementation and management of newsroom operations that can produce strong accountability journalism that has an impact.
- Work with the Executive Editor to build innovative news products that will enhance *News Organization's* presence and grow its audience across New Mexico.
- Develop a brand strategy to bring awareness to the organization's vision and increase its readership.
- Ensure the organization's day-to-day operations, budget and programs are professionally and efficiently administered, holding the organization to the highest levels of transparency, accountability and consistency; set benchmarks for program spending and delivery without losing a commitment to the journalism mission of the organization.
- Quickly build systems for measuring and evaluating the organization's and the team's progress and success; track and disseminate information about impact internally and to funders and partners.
- Build and maintain core administrative functions including HR, Finance, Development and Marketing.
- Manage compliance for all grants and contracts including public and private funders and regulatory bodies.
- Serve as a contact for the organization with its Board of Directors and be evaluated by benchmarks created by the board.
- Partner with the Board to recruit new Board members, including members that reflect the diversity of the populations served.



Who are you?

- You are passionate about investigative journalism and empowering the public with information they need to hold the powerful accountable.
- You have at least five years of executive management experience in nonprofits and/or media, including managing expenses and reporting to and working with a strong board.
- You prioritize and have a track record of building an equitable and inclusive organizational culture.
- You have a familiarity with the business side of a media organization and are familiar with and committed to journalism ethics and working with editorial teams.
You have a proven track record of fundraising for fast-growing organizations or programs.
- You are a strong communicator and writer and can convey Searchlight's commitment and passion for accountability journalism to grant funders, donors and the community.
- You inspire those you work with, listen to their ideas and encourage them to be bold, think innovatively and do their best work.
- You care about quality of life, both for you and your staff, and will create an environment that promotes work-life balance while still maintaining the highest possible product.

Compensation and benefits

Compensation commensurate with experience.

We're committed to building an inclusive organization that represents the people and state we serve. We encourage members of traditionally underrepresented communities to apply, including women, people of color, veterans, LGBTQ+ people and people with disabilities.

Submit your cover letter and resume by April 15, 2022 to apply@email.org.

Example 5

News Organization, a small and agile digital-first non-profit newsroom based in Portland, Oregon, seeks a resourceful and committed Executive Director to lead a collaborative team.



Institute for Nonprofit News

News Organization pays special attention to Indigenous communities and other communities often overlooked in the news media, producing original enterprise reporting, often in partnership with established news outlets. Our mission is to produce collaborative journalism framed by justice to promote civic engagement and a fair-minded society.

Do you have experience in nonprofit leadership? Can you bring passionate direction to our efforts to scale up our organization in pursuit of increased Indigenous coverage in Oregon and beyond? Are you committed to racial and social equity as a central operating principle for your work? Do you recognize the value and impact of journalism? If so, we look forward to hearing from you.

News Organization is committed to supporting a diverse organization reflecting the communities we serve through equitable salaries, recruiting practices and guidance and support from an engaged Board of Directors.

POSITION DESCRIPTION

The Executive Director will serve as an inspiring and deft manager, providing guidance while delegating responsibilities and establishing best-in-class operating processes and disciplines. Key responsibilities include, but are not limited to, strategic planning, organizational and operational leadership, fundraising and external outreach. This position reports to the *News Organization* Board of Directors and is a central member of the organization's leadership team.

Key Responsibilities:

Operational Management and Budget

- Annual budget: Create an annual budget with the Managing Editor (ME) and Operations Director (OD) that supports major reporting projects and other organizational needs. Monitor progress toward revenue and expense targets and work with the Board Treasurer and OD to adjust spending.
- Board of Directors: Build relationships and strong lines of communication with Board members. Consult with the Board to develop and approve annual budgets, fundraising plans, and strategic plans. Support Board committees and new member recruitment. Provide support for ten Board meetings per year.
- Management team and staff: Collaborate with, develop and evaluate the management team. Recruit and hire staff or project contractors in conjunction with Underscore staff.



Institute for Nonprofit News

- Ensure all internal and external organizational processes and practices are equitable and promote diversity, inclusion and access.

Fundraising

- Grant writing: in conjunction with the OD, write and submit proposals and reports. Manage contracted grant writing services. Work with and build relationships with foundation program officers.
- Individual donors, sponsorships and campaigns: solicit and cultivate major donors as well as small donors and sponsors. Set targets and report to the Board on deadlines, progress and status of fundraising.
- Events: plan and execute events with Board members and staff.

Strategy Development and Planning

- Editorial: Work closely with the Managing Editor to develop and update a semiannual editorial plan that supports the organizational mission and grant commitments. Interface with ME and other editorial staff to stay abreast of individual stories, issues and coverage. As the relational face of the organization, help identify salient reporting content and directions.
- Diversity, equity, inclusion and access: in conjunction with the Board and staff, build and integrate annual internal and external DEIA plans for *News Organization*.
- In partnership with the ME, regularly engage and inform the Indian Country Advisory Team (ICAT).

Community Partnerships and Audience Building

- Working with the management team, lead efforts to enhance the presence and relevance of *News Organization* through audience expansion and community connectivity.
- Develop and direct audience cultivation strategies that attract new readers and nurture subscribers.
- Develop strategies and build connections that allow *News Organization* to continually ensure coverage serves community needs—e.g., community listening sessions, among other approaches.
- Identify and cultivate new partnership opportunities and relationships and nurture current ones that strengthen *News Organization's* ability to deliver on mission.

QUALIFICATIONS



Institute for Nonprofit News

Studies have shown that people that are women, LGBTQIA2S+, nonbinary, and Black, Indigenous and other people of color are less likely to apply for jobs unless they meet each of the qualifications listed. We are most interested in finding the best candidate for the job, and the candidate may come from a less traditional background. We encourage you to apply even if you are unsure whether you meet these requirements.

Required qualifications

- Bachelor's degree
- Five+ years management experience and a successful track record of leadership in an outcomes-based organization or program.

Desired attributes

- We are seeking a candidate with many of the following attributes or
- Fundraising and donor relations experience and tactical knowledge.
- Budget management skills, including budget preparation, analysis and reporting.
- Knowledge of digital and social media.
- Familiarity with the nonprofit journalism landscape.
- Excellent written and personal communication skills.
- Experience engaging, collaborating and building relationships with diverse stakeholders such as tribal and Indigenous communities, communities of color, businesses, foundations and state and local governments.
- Demonstrated ability to move vision into action with creativity and flexibility. Experience designing structures and programs, plugging in people and resources and motivating teams to accomplish goals.
- Substantive understanding of intersectional equity concepts and social issues and a demonstrated comfort and ability leading organizational diversity, equity, inclusion and access.

Additional Requirements

Successful candidates for this position will undergo a computerized criminal history and abuse check. Applicants will have an opportunity to discuss any adverse background information before a determination is made about its potential impact on their candidacy.

COMPENSATION AND BENEFITS



Institute for Nonprofit News

The salary for the Executive Director is \$90,000. The total compensation package includes health benefits, vacation, holidays and more.

HOW TO APPLY

To apply, submit a resume and cover letter. Your resume must not exceed two (2) pages and should demonstrate how your experience meets the minimum qualifications for the position. Your cover letter must not exceed two (2) pages and should describe why you are interested in the position and how your professional, education and personal experiences meet the desired attributes listed above.

For questions about the position or application process or accommodations, please contact the hiring committee at jobs@email.com.