

CivicStory Seeks Dynamic Leader for New Executive Director Role

Job Description: 7/28/2020

CivicStory is a unique nonprofit news site focused on civics, sustainability, and creative change in New Jersey and beyond. Our mission is two-pronged: to advance solutions-based news about individuals and organizations building healthy, sustainable communities, and to engage people in critical dialog about the role of news in empowering citizens and strengthening our democracy.

Position Overview

The Executive Director's role —a new position — is an exciting opportunity for an innovative leader with superior fund-raising, organizational and communications skills to chart our next phase of growth.

The Executive Director is responsible for working with the Board to set the organization's annual budget and strategic plan and to secure the financial resources required to fulfill our mission. The ED will execute, in partnership with the Board, the cultivation and growth of individual, corporate and foundation giving; grant writing; and budget setting. The Executive Director will work with the Board to align fundraising and our flagship project, the NJ Sustainability Reporting Hub (www.SRHub.org.) The ED will engage major donors, foundations and sponsors in our work to strengthen the civics space in news and to enable citizens to be informed and equipped to solve the complex issues we face as a society.

The successful candidate is self-motivated, flexible, forward thinking, and capable of taking a fluid organization to the next level by building on diverse relationships and partnerships. The position is 2/3 time, estimated 25-30 hours per week, and involves working remotely.

Ideal candidates have:

- A background in business development and fundraising; facility with fundraising through major donors is especially valuable
- familiarity with the media funding space, including knowledge of major philanthropic institutions
- A track-record of revenue growth
- Excellent writing, analytical, and organizational skills and attention to detail
- Inspiring leadership skills; passion for empowering others, sharing success, and fostering creative social change
- A passion for civics and solutions-based news, and advancing journalism through innovative business models and partnerships

The ED reports to the Board and is the organization's administrative leader.

Key Responsibilities:

The Executive Director will:

- Conduct solicitation and funding requests of major donors, small donors, corporations and foundations and report at each board meeting on deadlines, progress toward and status of such requests
- In partnership with the CFO and finance team, create an annual budget for the organization sufficient to accomplish mission, strategic goals and fundraising objectives
- Work with the Editor — who directs the choice of stories and edits, and distributes stories in a timely manner — to ensure smooth operations and maximum impact of content
- Inform the board of emerging needs and opportunities; work with the Treasurer to adjust spending if needed, and report changes to the Board in a timely manner
- In conjunction with the board, plan and execute events
- Ensure compliance with federal and state requirements for nonprofit organizations including the filing of the annual tax return with the Internal Revenue Service
- Oversee other editorial, personnel, financial, or legal needs of the organization as required

Requirements:

- Bachelor's degree; Masters degree desirable
- Five+ years of management experience and a track record of leadership in an outcomes-based organization/program
- Fundraising experience and knowledge of fundraising strategies and donor relations
- Budget management skills, including budget preparation, analysis and reporting
- Knowledge of digital and social media; confident communications via social media

To apply, please send a resume and cover letter describing your interest in the position and in CivicStory's mission to: admin@CivicStory.org. Applications should be received by August 15.

Starting Salary: \$60K (estimated 25-30 hours/week); social security/Medicare

Availability: September 2020

Flexible schedule; residence in and familiarity with New Jersey preferred

- Reports to the Board; attends board meetings and leads team meetings
- Some evenings and occasional weekend events; attendance at professional conferences
- All submissions are confidential
- We are seeking applicants of diverse backgrounds

www.CivicStory.org