

MONTCLAIR *Local*

Executive Editor

August, 2020

Montclair Local Nonprofit News

Montclair, New Jersey's new nonprofit news organization is seeking an Executive Editor to lead its newsroom. Interested candidates may apply by sending a resume and cover letter to applications@montclairlocal.news

Job Summary

The *Montclair Local* is a startup nonprofit news organization that covers the thriving, diverse community of Montclair, in northern New Jersey, located within a few miles of Newark, and 12 miles from NYC. Founded over three years ago, the *Local* publishes an award-winning weekly newspaper, and publishes daily on its website and social media channels.

Montclair is a media savvy community, and many members of the world's most important and influential news organizations call it home. The *Local's* Board of Trustees include Kathleen Carroll, former executive editor of the *Associated Press*, Stephen Engelberg, executive editor of *ProPublica*, Jake Silverstein, editor-in-chief of *The New York Times Magazine*, and Jason White, director for News Partnerships at Facebook.

While this is a difficult time for news organizations, the *Local's* nonprofit business model is an innovative, community-based approach that involves foundation support as well as regional partnerships and grants. This, along with support from our readers, enables us to fund a newsroom that covers the issues and institutions that serve Montclair's diverse population.

The Editor is the leader of this newsroom, in charge of all news decisions and overseeing the work of its dedicated staff. The Editor sets the priorities for coverage, makes assignments, maintains standards, and seeks to animate every story in the *Local* with a sense of journalistic

purpose and mission. The Editor is responsible for crafting a coverage plan that is adaptable, creative, and seeks to hold Montclair's leaders accountable while explaining to its residents what's happening in their town and why. The Editor should direct a newsroom that not only tracks the town's institutions, but allocates resources creatively with the goal of uncovering the most important developments in Montclair's local government, businesses, schools, and the most interesting community and cultural activities.

The ideal candidate for this job will thrive in a growing non-profit organization that is always looking for ways to expand and better serve the residents of its community. A demonstrated ability to lead coverage that breaks news and explains complex subjects in an accessible way is a must, as well as a proven dexterity with the tools of a modern newsroom - text, photos, audio, video, newsletters, events and social media. The ideal candidate also cares about the future of Montclair and understands the key role that vibrant local news can play in shaping it.

Key strategic responsibilities

- Sets the long-range editorial direction of the *Local*, and leads the daily work of the staff and freelance journalists who produce it.
- Leads and develops the newsroom capabilities to break news and works across all the platforms that serve the *Local's* audiences.
- Sets editorial policies and standards, drawing from best practices and resources available.
- Edits or oversees editing of stories at the highest professional standards.
- Engages with the community about the *Local's* mission and coverage.
- Oversees all content for publication.
- Assists the Executive Director and Board of Trustees to communicate with donors, members, foundations and other partners to raise funding for the newsroom.
- Leverages diverse, editorial talent in Montclair to fulfill strategies and mission.

General daily/weekly accountabilities

- Manages the process and content for the weekly newspaper and daily online publication.
- Supervises and coordinates work of other editors.
- Prepares, rewrites and edits copy.
- Verifies facts, dates, and statistics.
- Develops content ideas, considering reader or audience appeal.
- Reviews and approves proofs prior to publication production.

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- Plans the contents of publications according to the publication's style, editorial policy, and publishing requirements.
- Reads, evaluates, and edits all materials submitted for publication.
- Confers with authors regarding changes in content, style, or publication.
- Oversees publication production, including artwork, layout, computer typesetting, and printing.
- Ensures adherence to publishing deadlines and budget requirements, holding staff accountable.
- Reports to the Executive Director.

Qualifications

- Minimum of 3 years experience leading a newsroom
- Proven experience leading change and engaging audiences
- Ability to thrive in a fast-moving, lean organization
- 3-5 years of reporting experience
- History of working well with others
- Willingness to live in the Montclair area is desirable.

Skills

- Excellent verbal and written communication
- Effective collaborative leadership
- Effective time management, meets deadlines regularly
- Strategic planning and execution
- In-Design or similar software
- Wordpress, Mailchimp, Slack, Google & publishing schedule software, Google Analytics

Compensation

- Salary commensurate with experience
- Health benefits
- Paid vacation and sick days
- Relocation package

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Montclair Local Nonprofit News, Inc. (Montclair Local) is an Equal Opportunity Employer. Employment opportunities at Montclair Local are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

To apply, please send a resume and cover letter to applications@montclairlocal.news