About NTLN

The National Trust for Local News (NTLN) preserves and transforms legacy community news outlets facing succession and other transitions of ownership. We do so by creating new ownership structures and making transformations in the business, editorial, and talent of legacy community newsrooms. Our investments promote financial sustainability, audience engagement, and public service, which result in stronger local economies, higher civic participation, greater public accountability, and more deeply connected and informed communities.

Why work with us?

- **We love what we do!** Local news is vital to our country and we want to support thriving communities.
- **We like working together!** Our colleagues are caring people from a range of backgrounds who enjoy learning with each other.
- **We're growing!** The Trust is in a critical, early stage of development in which we are building our proof of concept and putting in place the processes and resources necessary to scale our impact. We are a small, committed and entrepreneurial team looking for someone who is comfortable working on details as well as strategy in a fast paced, distributed and virtual work environment.
- **Our core values are meaningful:** We strive for equity, transparency, accountability, and humility. While the urgency of our mission creates a bias to action, we are careful, thoughtful, and flexible. We understand that this is ‘long haul’ work that is best supported by an environment of trust, mutual respect, and work-life balance.

Overview of the Role:

The Development Associate plays a critical role within NTLN, facilitating the organization's fundraising and managing the associated grant reports, communications, and record-keeping.

The Development Associate supports the sustainable growth of NTLN and will work to create the necessary conditions to grow NTLN's fundraising capacity.

The Development Associate reports to and works closely with the Development team, and the Development Associate reports directly to the Director of Impact and Strategic Partnerships.
Main Responsibilities:

Grant administration and management. (20%) The primary role of the Development Associate is to work with the Development team to identify and meet grant obligations. This includes end-to-end communications with the grantor, such as preparing grant acknowledgment letters, assisting in the submission and filing of grant applications and reports, and organizing grant details and deadlines, such as deliverables, reports and renewal dates. In addition, the Development Associate helps prepare fundraising campaigns, donor events, and meetings with key stakeholders.

Donor stewardship and communications. (20%) The Development Associate is responsible for the organization of the Trust’s development calendar and cycle of regular correspondence with key stakeholders, including gift acknowledgments, newsletters, updates, and annual reports. Relatedly, the Development Associate compiles donor data, helps organize the annual holiday thank-you gift, and prepares documents, such as quarterly and project updates.

Salesforce / donor CRM management. (20%) The Development Associate is the primary staff member responsible for the maintenance and management of the Salesforce database. This role entails updating and entering and tagging contacts and donations into Salesforce, managing a variety of contact lists in Salesforce, and managing relevant deadlines within Salesforce.

Communications and marketing management and strategy. (20%) The Development Associate supports the Communications team by developing and implementing the Trust’s social media engagement strategies. This includes researching relevant information and writing content for social media. The Development Associate is responsible for the management of online fundraising-related profiles (Guidestar, Benevity, etc.), ensuring that we have the latest and up-to-date information on websites. Relatedly, the Development Associate will support the Development team with Google Ads management.

Impact measurement. (20%) The Development Associate supports the Director of Impact and Strategic Partnerships on impact metric collection and tabulation among NTLN’s portfolio of media organizations.

Qualifications/Skills:

Diversity is critical to our work and our values. We are excited to do impactful and effective work with colleagues from various backgrounds, especially people from groups that have been historically marginalized in our society and in workplaces. We strongly encourage people from underrepresented groups to apply to this position.

The Trust knows that great candidates will have some but probably not all of the skills or experiences below. If you feel you might be the right candidate, please apply!
DESIRED EXPERIENCE

- 1-3 years experience in fundraising and development.
- Experience managing general office and fundraising software, especially Salesforce.
- Experience creating and managing organizational systems for fundraising.
- Experience crafting social media content.
- A bachelor’s degree in business administration or nonprofit management, or related lived experience, is preferred.

SKILLS AND ORIENTATION

- A passion for community news and the belief in a positive future for local journalism.
- A self-directed person who can set clear agendas and tasks and envision how to meet them and do so on time.
- Creative and nimble and can seize opportunities as they arise.
- Proactive self-starter, comfortable driving multiple projects while simultaneously seeking to launch new ideas.
- A proven collaborator who can inspire teamwork.
- Skilled and versatile in utilizing internal and external resources to accomplish goals.
- Ability to quickly understand and assess opportunities and/or problems and respond with creative ideas and solutions.
- Highly organized, analytical, and data-driven.
- Exceptional verbal and written communication skills.

Our Stage of Development. Launched in 2021, NTLN is a young organization. Familiarity and comfort with growing and changing organizations, as well as a commitment to collaboration, is critical to the success of this role.

Compensation

- The salary range for this role is $60,000 – $70,000, depending on experience.
- All employees have access to subsidized health, dental, and vision insurance.
- NTLN has an open paid-time off policy for all salaried employees. We also have 10 paid federal holidays and up to 8 paid days off for the end of the year.
- NTLN may provide a home office setup stipend and up to $1,500 for professional development annually.

The ideal start date for this role is February, 2023.

This is a remote, full-time, exempt position that does not require regular travel. The Trust does hold all-staff meetings from time to time that require travel.
To apply, please click here.

The National Trust for Local News is an Equal Opportunity/Affirmative Action Employer committed to sustaining a culturally and ethnically diverse working environment and to principles that promote inclusive practices. All qualified applicants receive consideration for employment without regard to race, color, creed, ancestry, national origin, religion, sex, age, marital status, domestic partner status, pregnancy, caregiver status, gender stereotyping, sexual orientation, gender identity, genetic information, AIDS/HIV status, handicap or disability, or status as a Vietnam era or special disabled veteran, or any other legally protected category. The organization will provide reasonable accommodation for individuals protected by Section 503 of Rehabilitation Act of 1973, the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, and Title I of the Americans with Disabilities Act of 1990.

Applicants requiring accommodation in the job application process should contact Jared Leiderman at jared@ntln.org