

— National Trust for — **LOCAL NEWS**

The National Trust for Local News is hiring a Chief Portfolio Officer

About NTLN

The [National Trust for Local News](#) (NTLN) conserves, transforms, and sustains community news organizations. Our mission is to keep local news in local hands by providing scaled operating capacity paired with local governance. Our transformation strategies are designed to ensure established, trusted news organizations thrive and remain deeply grounded in their 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 about 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 Chief Portfolio Officer is a senior executive with significant experience leading, launching, and managing major initiatives that drive transformation in local news. The CPO will be responsible for all aspects of the portfolio of community news titles and NTLN's state-level Trusts for Local News. The CPO will work closely with NTLN's CEO, Chief Financial Officer, Chief Partnerships Officer and Board to ensure the organization delivers its mission, reaches its desired impact, and meets its commitments to its partners and stakeholders.

The CPO will lead regional and national operations and possess an ability to develop and execute strategies that will shepherd NTLN into its next stage of growth. This position reports to NTLN's CEO and is a member of the senior leadership team.

Main Responsibilities

The Chief Portfolio Officer has overall responsibility for the portfolio of titles owned and operated by the Trust through its state-level affiliates. The CPO will collaborate with members of the Trust's senior leadership team to:

Portfolio Strategy and Structure

- Contribute to the overarching national and state-level strategy of the National Trust for Local News to develop our theory of change and scale our impact.
- Oversee the Trust's national and state level portfolio structure, including strategic business and operating models.
- Recruit and lead a team to deliver on the portfolio's goals and objectives and meet the impact goals of the Trust.
- Build and implement a national and state-level approach to a shared suite of back office services designed to meet the business and sustainability needs of the portfolio.
- Create and lead the implementation of best-in-class operating procedures across the portfolio.

Transformation of Portfolio Titles

- Lead the overall business transformation of the Trust's portfolio titles, including the adoption of optimized business practices, the development and adoption of shared services and other initiatives to increase sustainability in and across the portfolio.
- Drive the overall digital transformation of the Trust's portfolio titles, including the adoption of new digital platforms and products.
- Lead the development of pipelines of local talent to assist in the editorial and business transformation of Trust portfolio titles.

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.

- At least 10 years experience leading and managing local news operations, familiarity with community and rural news strongly preferred.
- Strong familiarity with journalism and/or civic institutions across the country.
- Excellence in organizational management with the ability to recruit, mentor and retain staff; hire, manage and develop high-performance teams; collaboratively set and achieve strategic objectives, create and manage a budget; non-profit leadership experience a plus.
- Experience with analyzing financial performance and setting and managing key performance indicators in local news.

- Proven ability to manage effectively and nimbly in an entrepreneurial environment with limited personnel; must be able to clarify responsibilities up and down and delegate.
- A passion for community news and belief in a positive future for local journalism.
- A self-directed person who can set clear agendas and tasks, envision how to meet them and do so on time.
- Capable of marshaling and inspiring others to collaborate on strategic initiatives and discrete, achievable tasks.
- 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 and easily navigate between complicated stakeholder groups.
- Skilled 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, highly analytical, and data driven.
- Exceptional verbal and written communication skills.
- Home office or access to dedicated space with good internet for video calls.

Compensation

- The salary range for this role is \$165,000 - \$180,000, depending on experience, with an additional discretionary performance bonus of up to 15% of the annual salary.
- 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 for the end of the year.
- NTLN may provide a home office setup stipend and up to \$1,500 for professional development annually.
- This is a full-time, exempt position requiring regular travel.

The ideal start date for this role is early 2023.

To apply, please [click here](#).

For questions, please contact Caroline Ross, Chief of Staff, at caroline@ntl.org

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 Caroline Ross at caroline@ntl.n.org