

The National Trust for Local News is hiring a Managing Director, Development

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 Managing Director of Development will lead and manage a comprehensive major gifts and foundations strategy for the National Trust for Local News. The Managing Director will be responsible for all aspects of the organization's development strategy, grant seeking activities and reporting. The Managing Director will work closely with NTLN's CEO and Board to ensure the organization delivers its mission, reaches its desired impact, and meets its commitments to its partners and stakeholders.

The Managing Director will lead regional and national development strategies and services 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.

Main Responsibilities

The Managing Director of Development has overall responsibility for fundraising and donor relations at the national level, and to working closely with local Trust staff to ensure local resources support the portfolio of titles owned and operated by the Trust through its state-level affiliates. The Managing Director will collaborate with members of the Trust's leadership team to deliver:

Development Strategy and Structure

- Continue to strengthen and expand the development strategy for the Trust, including identifying funding prospects, matching targets to organizational needs, and executing approaches to secure gifts and promote long-term funding relationships.
- Coordinate with the CEO, Chief Portfolio Officer, and Trust staff to align funding needs and funds received with current needs and growth strategies.
- Lead discussions and strategy for any changes to the Trust's CRM and other development tools.
- Work with NTLN's Operations Manager to design and maintain the Trust's CRM.

Individual, Corporate, and Foundation Gifts

- Write grant proposals and reports.
- Design and grow the Trust's individual and corporate gifts strategy.
- Conduct research, prospecting, and application to individuals, corporations, and foundations.
- Ensure timely reporting to foundations and major donors as needed.
- Oversee all reporting requirements, with the support of the CFO.

Stewardship

- Develop and maintain key long-term relationships with individual and foundation donors and prospects.
- Ensure that grant commitments are shared and understood across the organization.
- Seek to increase the financial commitment of current donors through personal stewardship and relationship management.

Management and Leadership

- Work with the Director of Impact and Strategic Partnerships to track and report on the Trust's impact measurement.
- Coordinate with the communications strategy of the Trust by working closely with NTLN staff and contractors, including the Director of Impact and Strategic Partnerships.
- Ensure effective coordination within the development team.

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.

- Proven success in nonprofit development including major individuals gifts and foundation grants.
- Experience in planning, leading and managing development projects, including coordinating with multiple internal staff to achieve desired outcomes, tracking and reporting.
- 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.
- Proven ability to manage effectively and nimbly in an entrepreneurial environment with limited staff; must be able to clarify responsibilities up and down and delegate.
- Takes initiative and actively seeks to deepen current donor relationships and forge new ones.

- Effective use of a Customer Relationship Management system to grow and manage prospects and donors.
- Skilled in creating powerful, compelling written and oral communications for fundraising.
- Ability to convey complex ideas through brief, simple materials.
- Experience and credibility when presenting to external audiences.
- 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.
- Home office or access to dedicated space with good internet for video calls.

Compensation

- The salary range for this role is \$140,000 - \$160,000, 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 May 2023.

To apply, please send a resume and cover letter [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 Caroline Ross at caroline@ntl.n.org