Managing Editor

Organizational Overview

NPQ is the leading media platform for the nonprofit sector in the US. It recently transitioned from the founding President and Editor in Chief, to NPQ’s second editorial leader. During this transition, NPQ is grounding itself in its original mission to advance civil society, to look beyond the nonprofit sector. In a time of social movement, this means rethinking what constitutes knowledge in the field. It is also firmly taking a stand for justice, and its contents reflects this.

To these ends, NPQ uses a range of media channels. In addition to a quarterly magazine, it produces multiple weekly newsletters, webinars, podcasts, videos, and online convenings to promote critical conversations in economic, racial, health, and climate justice, as well as management and leadership.

NPQ currently has about 15 staff, and is in a significant growth phase. It is headquartered in Boston, with remote staff in Colorado, Texas, New York, Georgia, and Florida.

Job Overview

The Managing Editor coaches, inspires, mentors, and leads a rapidly evolving multi-platform editorial room. It is a critical, senior leadership role reporting directly to the Editor in Chief. The Managing Editor is responsible for reviewing all work submitted by content creators, approving and rejecting it as necessary with the Editor in Chief’s direction. The editor is also responsible for various operational projects and tasks.

The managing editor will be responsible for upholding NPQs high editorial standards, as well as journalistic ethics and integrity. They will lead the editorial team’s embrace of multi-platform content creation and distribution to help us connect our journalism with various audiences.

We are looking for someone with excellent leadership and organizational skills. A successful candidate will be detail-oriented and demonstrate flexibility, creativity, and comfort with offering ideas and feedback, as well as receiving.
**Key Responsibilities**

1. Work closely with Editor in Chief and senior editorial staff to create content, set deadlines, and create workflows for content
2. Serve as a primary editor to ensure content is produced in an effective, timely, and responsible manner
3. Oversee proofreading procedures and edit copy when necessary, ensuring adherence to NPQ style guide
4. Act as a proactive liaison between Editor in Chief and staff to advance NPQ’s content and elevate the work of the staff
5. Supervise content creation processes from writing, through editing, and publishing
6. Help set goals and monitor scheduling and performance of all editorial personnel
7. Help set the tone for a newsroom culture of excellence through collaboration
8. Onboard new editors
9. Lead the effort to ensure inclusive language and a multi-voice approach
10. Be responsible for making sure that newsroom staff have the tools and resources they need
11. Resolve issues as they arise

**Preferred Qualifications**

1. Proven experience as managing editor or relevant role
2. Exceptional ability in copywriting and editing
3. Proficiency in English
4. Working knowledge of online platforms like WordPress and SEO concepts
5. Abilities in planning and coordinating people and operations
6. Excellent organizational and leadership skills
7. Outstanding communication and people skills
8. Reliability and efficiency
9. Attention to detail
10. Experience with multi-platform content production

**Compensation**

The starting salary for this position is between $65,000 and $85,000, depending on skills and experience. NPQ also provides an attractive benefits package that includes health insurance, a 403(b) retirement plan contribution of 5%, 15 days paid vacation, sick leave, and standard holidays. If you live in the Boston area, pre-tax dollars can pay for a monthly transit pass.

**How to Apply**
To apply, please email a cover letter, résumé, and brief writing sample (less than five pages) regarding justice issue to hr@npqmag.org.

NPQ encourages applications from people of color and members of other marginalized groups. NPQ is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, genetic information, age, or military or veteran status.