

Editor

Organizational Overview

NPQ is the leading media platform for the nonprofit sector in the US. It recently transitioned from its founding president and editor in chief to its second editorial leader. During this transition, *NPQ* has more deeply grounded itself in its original mission to advance civil society, looking beyond the nonprofit sector. In a time of social movement, this means rethinking what constitutes knowledge in the field and taking a firm stand for justice—and our content reflects this.

NPQ produces across a wide range of media channels. In addition to a quarterly magazine, we produce multiple weekly newsletters, webinars, podcasts, videos, and online convenings to promote critical conversations in racial, economic, climate, and health justice, as well as leadership.

NPQ currently has a staff of 15, and is in a significant growth phase. We are headquartered in Boston, with remote staff across the country.

Job Overview

NPQ currently has five key topic areas: racial justice, economic justice, climate justice, health justice, and leadership. Each area has at least one dedicated senior editor at the desk with expertise in the field.

An editor plays a critical role in developing and expanding *NPQ*'s work as a leading platform for critical conversation and analysis of the topic area. The editor will work with writers to develop and finalize content. The editor will also organize online convenings of various kinds, including learning events. Overall, the editor helps create and nurture a knowledge creation ecosystem for the topic area.

We are looking for someone who is knowledgeable about a wide range of issues and forms in the topic areas, and can write quickly, clearly, and concisely in a range of formats and tones. The person needs to be able to find stories that need to be told, and to liaise with the people who contribute to *NPQ*—whether as writers, interview subjects, or participants in public programs such as podcasts and webinars. A successful candidate will be detail-oriented and demonstrate flexibility, creativity, and comfort with offering ideas and feedback.

Key Responsibilities

1. Write, edit, and proofread written content to be distributed across *NPQ*'s platforms
2. Work with editor in chief to support organizational goals and outcomes
3. Identify and lift up stories from the field
4. Develop writers and their stories
5. Organize online events
6. Manage communications in topic area ecosystem to build engagement, knowledge, and practice
7. Identify, research, and produce stories that advance topic area objectives
8. Assist with the development of multimedia assets as needed
9. Travel as needed (At present, due to COVID, no travel is required)

Preferred Qualifications

1. 3+ years of experience working in topic area
2. Knowledge and networks in topic area
3. Community and/or a related field strongly preferred
4. Excellent writing and editing skills
5. Team leadership skills
6. Strong editorial development skills
7. Strong project management and organizational skills
8. Fluency with social media, marketing, and promotion
9. A high level of attention to detail

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 with contribution of 5 percent, 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, resume, and brief writing sample (less than 5 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.