

Senior Editor, Leadership

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 editor at the desk with expertise in the field.

A senior editor is responsible for curating content in the topic area. The job requires deep and detailed knowledge of the civil sector that is based on both practice and scholarship and, preferably, journalistic processes. The senior editor will have, and further develop, relationships with leading thinkers, makers, and funders in the field. The senior editor is also responsible for story selection, editing, writing, and production on the *NPQ* platform.

We are looking for someone who is organized, energetic, able to manage multiple projects and sensemake, 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.

Key Responsibilities

1. Write, edit, and proofread written content to be distributed across *NPQ*'s platforms
2. Provide editorial leadership in topic area, within the topic areas team and across the organization
3. Host conversations that promote advancements in the theory and practice of the topic area
4. Facilitate the development of editorial vision for topic area
5. Work with editor in chief, other editorial teams, and the publishing side to support organizational goals and outcomes
6. Host conversations that promote advancements in the theory and practice of the topic area
7. Identify leading edge voices and lift up stories from the field
8. Coordinate editorial development through all phases of production including research, article assignment, structural editing, and copy editing
9. Assign projects and monitor deadlines
10. Work directly with authors on article development and revisions
11. Coordinate with design staff on images, and art choice and acquisition
12. Coordinate production in topic areas—this entails scheduling and documenting editorial meetings, assessing the editorial capacity of the system against deadlines, and keeping the managing editor updated on productivity
13. Support revenue generation, particularly in topic area
14. Travel as needed

Preferred Qualifications

1. 7+ 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. High level team leadership and leadership development 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 \$85,000 and \$115,000, 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.