

Senior Editor, Online Education

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.

The senior editor reports to the executive team and is responsible for overseeing *NPQ*'s online learning. The Senior Editor collaborates cross-functionally with other departments to successfully deliver learning programs, develop it as a significant source of revenue, and ensure that it is aligned with our mission.

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 identify and liaise with the people who contribute to *NPQ*—whether as partners, experts, or vendors.

Key Responsibilities

1. Manage *NPQ*'s online learning program, including its business and content strategies, financial performance, marketing strategy, and customer satisfaction
2. Direct the acquisition, design and development, and distribution of learning products
3. Provide leadership and guidance in the conception and development of member education
4. Act as the primary point of contact for collaborations with internal *NPQ* teams, interest groups, components, and other organizations seeking to develop new courses and curricula consistent with our aims
5. Collaborate closely with the editor in chief and publisher to determine requirements, establish priorities, and plan effective educational programming
6. Coach, mentor, and develop editorial personnel to foster a collaborative and supportive atmosphere for the team
7. Additional duties as assigned
8. Travel as needed

Preferred Qualifications

1. 7+ years of experience leading and managing learning and development programs, including online delivery of live and on-demand content
2. A comprehensive grasp of our justice areas—racial, economic, health, climate justice—and leadership
3. Strong business acumen and expertise generating and managing program budgets, comprehending financial documents, and regulating expenses
4. Confidence in leading and coaching others in a collaborative team environment with remote employees
5. Experience in and knowledge of contemporary instructional design approaches and practices, as well as knowledge of adult learning principles, must be demonstrated
6. Exceptional written and oral communication and organizing abilities
7. Expertise with online course development technology and tools
8. Capable of coordinating a diversified resource pool, interacting effectively in an individual membership environment, analyzing issues and concepts to appropriately articulate a problem, and proposing solutions
9. Proficient in designing face-to-face, online, and blended learning solutions

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.