Senior 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. We are also firmly taking a stand for justice, and our contents reflects this.

To these ends, NPQ uses a range of media channels. In addition to our quarterly magazine, we produce 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. We are headquartered in Boston, with remote staff in Colorado, Texas, New York, and Florida.

Job Overview

NPQ currently has four key topic areas: racial justice, economic justice, climate justice, and health justice. Senior Editors are hired to leads in one of those areas, and may work with Editors in the same area, as well as all those in other areas.

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. Provide editorial leadership in topic area, within the topic areas team and across the organization
2. Host conversations that promote advancements in the theory and practice of the topic area
3. Facilitate the development of editorial vision for topic area
4. Work with Editor in Chief, other editorial teams, and the publishing side to support organizational goals and outcomes
5. Host conversations that promote advancements in the theory and practice of the topic area
6. Identify leading edge voices and lift up stories from the field
7. Coordinate editorial development through all phases of production including research, article assignment, structural editing, and copy editing
8. Assign projects and monitor deadlines
9. Work directly with authors on article development and revisions
10. Coordinate with design staff on images, and art choice and acquisition
11. 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
12. Support revenue generation, particularly in topic area
13. Travel as needed

Preferred Qualifications

Minimum of five years’ experience working in topic area, community and/or a related field strongly preferred. Additional qualifications include:

1. High level of knowledge and networks in topic area
2. Excellent writing and editing skills
3. High level team leadership and leadership development skills
4. Strong editorial development skills
5. Strong project management and organizational skills
6. Fluency with social media, marketing, and promotion
7. 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 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. Boston location preferred, but remote is fine.

**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.*