

Posted September 6, 2023

Position available: Executive Director

The Land is a nonprofit news organization reporting on economic development and social equity in Cleveland. Through in-depth solutions journalism, we aim to foster accountability, inform the community, and inspire people to take action. Additionally, the organization trains residents through its Community Journalism program to facilitate an increase in authentic news generating directly from Cleveland neighborhoods. The Executive Director is the key management leader of The Land. The Executive Director is responsible for overseeing the administration, programs and business plan of this fully remote organization. Other key duties include fundraising, marketing, and community outreach. The position supervises all staff and reports directly to the Board of Directors.

General responsibilities:

Board Governance: Works with the board in order to fulfill the organization's mission.

- Responsible for leading The Land in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of The Land, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support the organization's mission.

Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through editorial programs, strategic planning and community outreach.

- Responsible for implementation of The Land's editorial programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that the organization can successfully fulfill its mission into the future.
- Responsible for the enhancement of The Land's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for effective administration of the organization's daily operations.
- Responsible for the hiring and retention of competent, qualified staff within the limits of the budget and in accordance with board approved human capacity needs.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization, and for maintaining the board's understanding of financial and other obligations regarding these instruments.

Professional Qualifications:

- Bachelor's degree preferred
- Five or more years senior reporting, editorial leadership and/or nonprofit management experience
- Experience within the journalism ecosystem and familiarity with the nonprofit news sector
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Proven ability to function and manage in a remote work environment
- Ability to convey a vision of The Land's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups

Salary Range: \$75,000 - \$90,000; commensurate with experience. Health care stipend and retirement plan offered.

Please send cover letter and resume to: jobs@thelandcle.org