



Job Title: President/Chief Executive Officer/Chief Editorial Officer (CEO) **FLSA Status:** Exempt
Location: Remote **Department:** Admin-Gen
Position Type: Full-time **Reports To:** Board Chair

IndiJ Public Media, an Indigenous-led nonprofit journalism startup, is looking for a CEO with media experience and strong leadership skills to lead our fast-growing organization. The successful candidate will be a strategic leader, passionate about independent journalism serving Indigenous communities, and someone who approaches their work with a deep commitment to the Indigenous-based values of the organization. IndiJ Public Media is the parent organization of ICT, which has a decades-long history of serving Indigenous communities across the country and internationally. To ensure our continued growth and sustainability, we are looking for a brilliant leader and experienced executive who understands public service journalism and can execute strategies, cultivate relationships with our partners and stakeholders, and build a dynamic team.

The successful candidate will be joining us at an exciting time in our development. We are adding news bureaus in regions across the country. Our multimillion-dollar budget will grow dramatically over the next three years. We are a forward-looking, mission-driven organization and will need an insightful and innovative CEO who can lead us into the organization's next pivotal stage of growth.

Job Summary

The President/Chief Executive Officer/Chief Editorial Officer, hereafter referred to as CEO, is the leader of IndiJ Public Media and responsible for all aspects of the company with an emphasis on long-term sustainability, growth, and building best-of-class teams. The CEO reports to the chair of the IndiJ Public Media Board of Directors, is accountable to the board, and works collaboratively with the board in leading the transformation of the nonprofit organization from a startup to an influential media company.

Role and Responsibilities

The CEO focuses on implementing the strategic vision of the organization and ensuring the mission is carried out while also growing the organization in revenue and editorial impact. The CEO oversees the areas of finances, revenue generation, editorial, marketing, and human resources, and ensures that programmatic strategies are effectively implemented across all segments of the organization. Success in this position requires fundraising, nonprofit operational knowledge, experience in serving Indigenous communities or knowledge of Indigenous issues, experience as a news media leader, and incorporating organizational values into leading the organization.

Strategic Vision and Leadership

- Collaborate with the Board to refine and implement the strategic plan while ensuring that the budget, staff, and priorities are aligned with the company's core mission and values.
- Provide inspirational leadership and direction to all executives and ensure the continued development and management of a professional and efficient organization is achieved; establish

effective decision-making processes that will enable IndiJ Public Media to achieve its long- and short-term goals and objectives.

- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
- Help the Governance Committee build a diverse and inclusive Board, representative of the community that is highly engaged and willing to leverage and secure resources.

Revenue Development (Philanthropic and Earned Revenue)

- Work with the Fund Development department to build, cultivate, solicit and steward a portfolio of high-impact donors and business relationships that advance IndiJ Public Media's mission.
- Ensure that funds raised are allocated properly to reflect present needs and future potential of the organization.
- Set and ensure that earned revenue goals are met and encourage the exploration of new revenue streams to help fulfill the organization's ambitious mission and goals. This includes selling advertising and other media products.
- Ensure a comprehensive strategy to increase earned revenue from clients, corporations, and other sources is implemented and tracked.

Fiscal Responsibility

- Work with the Chief Financial and Administration Officer to develop a solid cash flow projection and reporting mechanism, which includes setting a minimum cash threshold to meet operating needs.
- Oversee and collaborate with the Chief Financial and Administration Officer on the organization's financial status, including developing long- and short-range financial plans, monitoring the budget and ensuring sound financial controls are in place.
- Act as a strategic adviser offering expert advice on contracts, negotiations, or business deals in which the corporation may enter.
- Evaluate the organization's financial structures to plan for continual improvements and a continual increase in operating efficiencies.
- Optimize the handling of banking relationships and work closely with the organization's financial officer to foster and grow strategic financial partnerships.
- Provide expert financial guidance and advice to others within executive leadership.
- Improve the planning and budgeting process continually by educating departments and key members of organizational leadership.

Editorial Oversight

- Lead the Local Indigenous Journalism efforts, also known as the bureau expansion.
- Help conceptualize the delivery of programs through new and existing bureau offices and partnerships.
- Provide direction for the Editorial Department on the creation of the high-impact journalism that the news organization aspires to produce.
- Coach and mentor editorial leaders in news management and other areas of journalistic expertise.

Operations, marketing, communications and staffing

- Set systems and infrastructure priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff.
- Provide direction on increasing efficiencies and consistency throughout the organization and

oversee the development and implementation of standardized programs, services, and program marketing.

- Formulate and execute comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and increase revenue from major donors, foundations, government agencies, corporations, and other revenue streams.
- Oversee efforts to facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization; set priorities for external communications.
- Create and promote a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs.
- Work closely with the Chief of Staff on human resources and staffing needs.
- Support and motivate the organization's staff.

This job description is not intended to be an exhaustive list of all duties; the employee may be required to carry out other duties as assigned to accomplish the mission of the organization.

Qualifications

- Minimum of a BA or equivalent, ideally with an MBA, MPA, or related advanced degree.
- At least 15-20 years of overall professional experience.
- Prior nonprofit experience ideal; management of a global or multisite organization preferred.
- Significant board development, fundraising, marketing/branding and fiscal management experience a must.
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem-solving skills, which support and enable sound decision making.
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions.
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser.
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team.
- Professional experience in working in the news media industry is a plus.

IndiJ Public Media is an Equal Opportunity Employer. We do not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, national origin, color, age, physical or mental disability, spousal affiliation, marital status, a serious medical condition, genetic information, veteran status or any other basis prohibited by federal, state, or local law.