



Job Announcement – Executive Director/Publisher

Overview

Founded in 1994, The Philadelphia Public School Notebook seeks a new Executive Director/Publisher to lead this independent, nonprofit news organization in serving thousands of readers who strive for quality and equality in Philadelphia's public education system. A pioneering resource and voice for the parents, students, teachers, and other members of the community, the Notebook is Philadelphia's go-to source for news, information, and conversation about its public schools. With six annual print editions and a website updated daily with news and commentary, the Notebook is among the few resources of its kind in the U.S.

The ED/Publisher is the team leader responsible for establishing the editorial direction of the publication, the coordination of its production, and for the overall operation, administration, funding, and program development of the organization. The position also supports the organization's evolution and cultivates relationships with a diverse array of constituents, including business and civic leaders, parents and students, funders and donors, and the general public. The position reports to a board of directors and oversees a staff of 6 full and part-time employees (including an editorial team and a team focused on revenue generation) as well as several independent contractors, and is based in Philadelphia.

Qualifications

- Minimum 3-5 years of management experience (ideally in the nonprofit sector), preferably within an organization with a \$500K+ annual budget, along with at least 10 years of professional experience in a relevant field.
- Proven ability to influence/drive organizational evolution in keeping with mission and strategic goals.
- Track record of success in raising funds, awareness, and support through various techniques (including grant writing, donor cultivation, and event management).
- Minimum 3-5 years of experience in news media, news management, communications, or relevant field; experience in managing production of a print and digital publication preferred.
- Superior written communications skills, including editing and rewriting, as well as ability to present and speak publicly on relevant issues and build effective relationships with various constituents.
- Experience in financial management as well as in building, managing, and motivating staff.
- Knowledge of trends in emerging technologies in digital communications.
- Demonstrated knowledge of urban education issues, with knowledge of Philadelphia preferred.
- Demonstrated experience in leveraging, managing, and collaborating with a nonprofit board of directors.
- Commitment to equity, social justice, and grassroots activism with appreciation of journalistic standards and passion for shedding light on critical issues.
- Proven critical thinking and analytical skills, with ability to assess and integrate information from various sources.
- Entrepreneurial energy with proven business acumen, integrity, and affinity for mission.

To apply, please submit your resume with cover letter and salary requirements in confidence to:

Stamm Consultancy Inc., *attention Notebook*, at: resumes@stammconsultancy.com

No calls please. The Notebook is an Equal Opportunity Employer. Applicants of diverse backgrounds are encouraged to apply.