

# The *Ipswich Local News* is looking for an executive director

The Executive Director (ED) serves as the chief executive officer of the *Ipswich Local News* and is responsible for the overall leadership, management, and strategic direction of the organization. The ED will work closely with a small team of staff, freelancers, and volunteers and will report directly to the board of directors. This hands-on leadership role requires a balance of editorial understanding, nonprofit management, fundraising, and community engagement.

## KEY RESPONSIBILITIES:

### Leadership and Strategy

- Provide visionary and strategic leadership to fulfill the organization's mission.
- Work with the board to develop and implement long-term goals and strategic plans.
- Cultivate a strong, inclusive organizational culture that supports innovation, collaboration, and integrity.

### Fundraising and Development

- Develop and implement a comprehensive fundraising strategy, including individual giving, grants, and sponsorships.
- Cultivate and maintain relationships with donors, funders, and community partners.
- Oversee grant writing and reporting and track impact and financial outcomes.

### Operations and Finance

- Oversee daily operations, including budgeting, financial management, and compliance with nonprofit regulations.
- Work with accountant to manage payroll, HR, and administrative systems in collaboration with vendors or staff.
- Prepare regular reports for the board and ensure financial transparency.

### Editorial Oversight (in collaboration with editorial staff)

- Support the editorial team in maintaining high journalistic standards.
- Represent the paper at public events and act as a spokesperson.

### Community Engagement and Advocacy

- Strengthen community connections through outreach, partnerships, and public events.
- Promote the newspaper's visibility and value to the community it serves.
- Engage with readers, local leaders, and other stakeholders to understand and respond to community needs.

## QUALIFICATIONS:

- Proven leadership experience, ideally in a nonprofit, media, or mission-driven organization.
- Strong understanding of journalism, media ethics, and editorial processes.
- Demonstrated success in fundraising, grant writing, and donor engagement.
- Excellent organizational, communication, and interpersonal skills.
- Ability to manage multiple priorities with limited resources.
- A commitment to equity, inclusion, and community-based journalism.

## PREFERRED:

- Familiarity with nonprofit financial management.
- Experience working in a small organization or startup environment.
- Passion for local journalism and a deep connection to the community.

## COMPENSATION:

**Salary range:** \$70,000 to \$90,000, commensurate with experience.

**Benefits:** Stipend for health and dental insurance, PTO, flexible schedule, hybrid/remote

## ABOUT US:

*The Ipswich Local News is a nonprofit, independent newspaper committed to delivering high-quality journalism that provides accurate, full, and fair coverage of the news in Ipswich and Rowley and news of interest from surrounding communities. A trusted source of local news, we are dedicated to transparency, accountability, and public service.*