



Vermont Independent Media, Publisher of The Commons & The Deerfield Valley News, both award winning nonprofit weekly newspapers seeks an Executive Director to oversee our strategic vision, lead business decisions to drive growth and serve as chief spokesperson for the organization. Our coverage area includes all of Windham County and most of Southern Vermont. The Executive Director will focus and manage day-to-day operations. Major duties include fundraising, grant writing, advertising/marketing, business development. overseeing staff and community outreach.

The position reports directly to the Board of Directors

### Job Description

**The Executive Director** is responsible for all aspects of nonprofit management of two weekly newspapers, The Commons & The Deerfield Valley News and its entities and special projects.

- **Business Development:** Direct involvement in strategic planning and managing the annual budget. Key goal is to increase revenue streams and expand reach. Other financial duties might include maintaining records for insurance, IRS, grant filings, knowledge of online QuickBooks, etc.
- **Financial Management:** The Executive Director develops resources sufficient to ensure the financial health of the organization and is responsible for fiscal management that operates within the approved budget, ensures maximum use of resources, and maintains the organization in a positive financial position. The executive director is also responsible for producing an annual report and works closely with the board treasurer to create the annual budget.
- **Development/Fundraising/Advertising:** Manage fundraising tasks including the mid-year and end-of-year campaigns for the newspapers; membership building, creation of events, planning, grant writing in conjunction with editorial staff; Oversee building database of subscribers and donors. Develop and grow marketing platforms including digital and traditional outreach efforts. Oversee advertising staff and provide tracking details of all major marketing efforts. Seek opportunities to train staff on using AI and other technology for added efficiency.
- **Organization Operations:** The Executive Director establishes employment and administrative policies and procedures for all functions and day-to-day operations in conjunction with the Board, including: The hiring and retention of competent, qualified staff.
- **Teamwork:** The Executive Director works collaboratively with the editor, staff and the Board to ensure that the mission is fulfilled through educational programs,

strategic planning and community outreach. The executive director sits on all board committees on a non-voting role.

- **Strategic Thinking:** Offer and analyze trends and economic data, identify problem areas, propose solutions and realistic goals, and develop and execute plans to achieve those goals working with the Board. Review the strategic plan quarterly to track results, update and improve. Long range planning for this transition is needed along with the recruitment of a future E.D.
- **Leadership:** Establish and maintain relationships with community organizations and local businesses and utilize those relationships to strategically enhance the mission of VIM/The Commons.
- **Human Resources:** Establish employment and administrative policies and procedures including updating employee handbook and Board packet.
- **Distribution:** Logistical matters of distribution -- hiring and communicating with drivers/volunteers, route sheet updates, outreach to vendors, drop locations, etc.

### **Professional Qualifications**

- Bachelor's degree
- Nonprofit management experience
- Ability to oversee and collaborate with staff
- Demonstrated fundraising and/or grant writing experience
- Excellent donor relations skills and understanding of the funding community
- Solid organizational abilities, including planning, delegating, program development, and task facilitation
- Strong financial management skills, including budget preparation, analysis, decision-making, and repo
- Ability to collaboration and communication with the Board of Directors on policy decisions and fundraising

### **What we offer:**

Competitive base salary and financial incentives for achieving stated goals; paid holiday, accrued sick time.

Please send resume to: Steve Mundahl, Board Chair, Vermont Independent Media at [smundahl@yahoo.com](mailto:smundahl@yahoo.com).