Executive Director

THE ORGANIZATION

The National Association of Hispanic Journalists ("NAHJ") is a 501(c)3 national nonprofit organization that brings together a regional and national network of Hispanic journalists, media professionals, journalism educators and students to provide networking, professional training and career advancement opportunities for its members. NAHJ and its members advocate for fair representation in newsrooms and in the coverage of Latino communities.

Founded in 1984, NAHJ originated as an idea two years earlier among an informal network of journalists who banded together for the advancement of their colleagues in an industry that was not always welcoming to Latinos.

NAHJ partners closely with other sister journalism associations to promote an inclusive and equitable news media community for all who practice the craft. While focusing on the recruitment, retention, development and promotion of Latino journalists across the United States and Puerto Rico, NAHJ has also evolved into an essential channel for telling overlooked stories through the freelance platform, palbra., and documenting the U.S. Hispanic and Latino experience in all its nuance, complexity and diversity.

The organization is committed not just to increasing the number of Latinos in newsrooms, but also the promotion of Latinos into positions of power in management and critical decision-making roles that shape and influence the stories we tell about our multiracial, multi-ethnic and multilingual country and society.
NAHJ has programs, fellowships and scholarships for students and early-career journalists populating the next generation of storytellers. The organization also works to provide exclusive job opportunities for mid- and late-career journalists and training to equip them with the skills to navigate the changing media technologies, trends and entrepreneurial news models. In recent years, NAHJ has worked to supply members with the tools and avenues to safeguard their emotional and mental health in a stressful industry.

**NAHJ Goals**

- To support Hispanic journalists.
- To support the study of and practice of journalism and communications by Hispanics.
- To promote accurate and fair treatment of Hispanics by the news media.
- To further employment opportunities and career development for Hispanics in the news media.
- To foster greater understanding of the unique cultural identity, interests and concerns of Hispanic journalists.

To read more please visit the NAHJ website here: [https://nahj.org](https://nahj.org)

To learn more about palabra., please visit: [https://www.palabranahj.org](https://www.palabranahj.org)

**THE POSITION:**

NAHJ is seeking a **visionary, strategic and enterprising executive director** to continue to grow and oversee the organization’s presence, impact and profile through fund development and strategic partnership alignment.

NAHJ currently has more than 3,600 members, including working journalists, journalism students, other media-related professionals and journalism educators across the United States and around the world.

NAHJ is seeking a leader who will work with the board to accomplish the following:

- *Manage and recruit staff to fulfill membership needs.*
- *Increase the level of fundraising to support NAHJ programs and initiatives.*
- *Execute the implementation of the five-year NAHJ strategic plan.*
- *Oversee the annual NAHJ conference as well as regional events.*
- *Develop a Leadership Training Program for membership focused on preparing Latino journalists for leadership and executive roles in media.*
- *Oversee and expand palabra.*
- *Conduct a needs assessment (survey) of NAHJ membership.*
Develop and update new and existing operational systems and processes within the organization for efficiency.

The executive director reports to the president of the board and is expected to work collaboratively with the elected board of directors to develop programming and implement the mission-oriented vision and growth strategy of the organization. NAHJ is looking for an individual to provide leadership via thoughtful stewardship and sustainability of our finances, ethical, efficient, and experienced administration of our staff, inspired engagement with our membership and passionate advocacy for Latinos in journalism. The executive director not only manages but leads a team of staff, consultants and volunteers. Direct reports include a chief operations officer, director of next generation initiatives, a training & membership coordinator, the managing editor of palabra., and others.

The ideal candidate will have: a deep familiarity with the mission and unique role of journalism in a democratic society; a strong record of success in collaborating with diverse stakeholders; strong managerial experience at the executive level; fundraising skills; and the ability to think strategically and to implement a vision tactically. They must be able to manage day-to-day operations and processes, motivate people, demonstrate problem-solving skills, an ability to respond quickly to conflict or crisis effectively, communicate clearly and work cooperatively with a team. Integrity, persistence, sound judgment and an ability to listen are of utmost importance.

SPECIFIC RESPONSIBILITIES:

- Oversee and monitor the association’s revenue, expenses, investments and other financial interests.
- Hire and manage NAHJ staff and consultants for the organization. Manage, coach and grow national staff to have ownership over their work, develop and maintain a healthy working culture, and increase new skills development.
- Develop and execute short- and long-term strategies to grow NAHJ’s operating budget and membership.
- Manage the association’s fundraising programs and initiatives. Cultivate new relationships with foundations, corporations, and high net-worth individuals to secure grants and donations.
- Coordinate reports and needed information for the Board of Directors to aid in the creation and implementation of policy for the organization.
- Supervise and conduct outreach to deepen collaborative efforts with other organizations in the industry, other sectors in the news, the Latino community and the general public.
- Supervise and oversee palabra., the organization’ growing multimedia platform which delivers informative journalism, both within a designated platform and syndicated across other platforms by NAHJ freelance members.
- Work closely and collaboratively with NAHJ’s governing board, program directors, and chapter leaders to fulfill our mission and programming.
- Oversee NAHJ’s annual national convention and regional events, demonstrating excellent organizational skills and the ability to meet daily, weekly and monthly deadlines.
- Oversee planning and implementation of the convention that has an attendance of approximately 1,500 annually, including identifying resource requirements and assisting in researching funding sources where appropriate.
- Oversee convention expenses in collaboration with the financial officer.
- Research, analyze and recommend to the board conference sites/cities for subsequent conventions.
- Keep detailed records of all contracts, agreements, historic documents and files in a secure archived format accessible to the board of directors and staff.
- Identify and integrate new technologies to enhance the organization’s operations.
- Supervise and manage the relationship with partnering organizations when holding joint conferences.

QUALIFICATIONS:

- Undergraduate degree required and 7 years of related experience including at least 4 years in senior leadership. Advanced degrees are a plus.
- Strong financial acumen, accomplished in fundraising, grant development and management.
- Strong communication skills, verbal and written. You understand how to adjust your style of communication with different audiences to communicate effectively.
- Passion for advancing journalism, diversity, equity, and inclusion.
- Experience managing a national organization is preferred.
- Familiarity working with journalists or the news industry and understanding of journalism’s core values and ethics are preferred, but not a requirement.
- Ability to work with diverse groups of people, and build rapport and connect with individuals at all levels.
- Familiarity with e-mail newsletter, social media, video, communications platforms such as Zoom and/or event marketing.
- Must be an adept negotiator and spokesperson for NAHJ.
- An energetic leader with management and team-building skills, including the ability to create change, motivate, align efforts among team members and set goals in order to create a strong sense of common purpose.
- Hands-on management style with the ability to address and solve problems or issues as they arise.
- Spanish-language fluency is strongly preferred, but not required.
Familiarity with administrative software including the following: Quickbooks; Microsoft Suite and online applications; Google Suite of productivity; Slack; and DropBox.

CONTACT US

If you are interested in learning more about this position please reach out to NAHJ recruiting:

Email: recruiting@nahj.org