

NonDoc

Sustainable Journalism Foundation

Development Job(s) Description | June 2023

NonDoc seeks to hire one or more operational positions focused on supporting and sustaining newsroom growth.

Although “fundraising” experience can be beneficial for applicants, it is not required. Thinking on your feet and interacting comfortably with diverse people are required skills.

Other qualities helpful to applicants include:

- Appreciation of journalism;
- Comfort with written communication;;
- Social media capability and interest;
- Basic mathematical competence;
- Willingness to learn and confidence.

Job duties include:

- Working as part of a team to execute and renew grant agreements, sponsorship agreements and donor agreements;
- Implementing and maintaining reader outreach strategies and programs;
- Record keeping and event administration.

Job benefits include:

- Salary based on experience;
- Performance bonuses;
- \$400 monthly health care stipend;
- Flexible scheduling;
- Work location flexibility.

To apply for a position with NonDoc Media, email info@nondoc.com and include:

- An introduction and explanation of your interest;
- A basic resume;
- *(Optional)* An example of creative or related work.