

Minnesota Newspaper Association & Minnesota News Media Institute

Executive Director

Job Description

The executive director of the Minnesota Newspaper Association is a leader responsible for overseeing the operations, finances and programs of the Minnesota Newspaper Association, its advertising service and non-profit Minnesota News Media Institute.

Executive Director Job Responsibilities:

- Financial management: Prudently manages the organization's resources within budget guidelines; ensures staff follows all appropriate accounting procedures and internal policies; provides prompt, thorough and accurate information to the boards
- Responsible for recruitment, promotions, compensation and termination of staff members; employee development and training; policy development and documentation; and administration of performance management and improvement plans
- Coordinates and leads annual budget reviews, periodic forecast updates and annual audit, completion of 990 forms with accounting firm, staff and board of directors
- Is the official custodian of all funds, employee benefit plan, banking, assets, contracts, leases, insurance policies and other records
- Is a registered lobbyist who is responsible for the MNA legislative efforts and working closely with the MNA contract lobbyists, legal counsel, legislative committee and MNA board of directors to make sure MNA members are properly represented in the Minnesota Legislature and on the federal level in Washington, D.C.
- Works with advertising staff to set and achieve MNA sales goals and troubleshoots issues regarding placement of ads and commissions with member newspapers; oversees all processes to ensure proof of ad placement and preparation of billing statements is current; has basic knowledge of the One System advertising software
- Works with the board of directors and accounting to establish credit and collection policies for advertisers, MNA member dues and services
- Retains a highly qualified staff that provides service and guidance to member newspapers
- Seeks opportunities to partner with other organizations/state press associations
- Serves as an ex-officio member of all MNA committees and serves as secretary for the association
- Helps plan and coordinates meetings, annual convention, award presentations and events for MNA members, MNA board of directors and MNA past presidents to attend
- Identifies potential risks and opportunities within the organization and its environment to protect business interests

Additional Responsibilities:

- Is always on duty, except when on vacation
- Must take every step to avoid impropriety or the appearance of impropriety where MNA or MNI are concerned
- Makes every effort possible to stay in contact with members, including to answer everyone's questions, especially member questions the same day they are asked via phone and email; also keeps in contact by attending most MNA functions and going on the road to make newspaper visits
- Should be active in other organizations, which affect the well-being of newspaper entities in the state (i.e. National Newspaper Association, Newspaper Association of America, etc.); in addition, be a member of Newspaper Association Managers and shall cooperate to the fullest extent with other press associations, returning requests for help or information within 24 hours of receipt of the request and may serve on boards of other organizations that further MNA/MNI objectives.
- Must have the ability to work with a wide range of newspaper members from small weeklies to large corporate multi publications

Qualifications/Skills:

The perfect candidate will be driven, results oriented, positive, energetic, passionate, detailed, a big thinker and capable of inspiring others to follow his or her lead. The right person is more inclined to say "yes," and then figure out how to do it than to say "no." The candidate who fits best will be capable of collaborating and reaching consensus among a diverse audience and will quickly develop trust and credibility in the industry. Strong communication skills across all platforms and any medium is critically important to success.

Qualifications:

- Four-year college degree or equivalent required
- Previous newspaper association/management experience preferred
- Must take initiative and have problem-solving skills
- Must have good management and consensus-building skills
- Must have good written and oral communication skills
- Must have good organizational and time management skills with the ability to work under deadlines
- Must be flexible and able to deal with many tasks at one time
- Must have ability to evaluate budgets and financial reports
- Must be able to lead and work well in a team-based environment
- Must have a formal education in or a deep understanding of First Amendment issues, as well as a true passion for the First Amendment and the protection of newspapers

- Must have education in or the willingness to learn and understand Minnesota open records/open meetings law, data practices law and public policy

Environment:

- Hybrid office environment, based in the downtown Minneapolis office, with the ability to access the Minnesota state capital on short notice
- Automobile and air travel required in and out of state

Salary:

- Please submit salary requirements with resume

Contact:

- Please submit resume and salary requirements to:
Tara Brandl, MNA President
tara@headlightherald.com