

**Colorado Public Radio
Job Description (February, 2021)**

Position: Managing Editor/ Accountability and Outreach
Reports To: Executive Editor
FLSA Status: Exempt
Department: News

Summary:

The Managing Editor will have a wide-ranging role to lead the efforts of CPR on several fronts: keeping equity, diversity and inclusion at the forefront of Colorado Public Radio's coverage for all Coloradans, search for opportunities to make coverage more reflective of the diversity of our state, work with both newsroom leadership and reporting staff to answer audience questions about our coverage, monitor whether we are meeting equity benchmarks set for the news service, as well as for our broadcast audio and digital stories, seek out and foster partnerships to provide diverse, intriguing and thoughtful digital and audio content, and grow and facilitate our partnerships with other media in the region.

Essential Duties and Responsibilities:

The Managing Editor will be responsible for helping CPR bring important and new voices to our platforms, by doing the following:

- Interviews and surveys marginalized communities in collaboration with other CPR departments throughout Colorado. Identifies communities not represented in our ratings data and designs targeted outreach programs for them.
- Conducts regular audits of coverage to identify areas for growth and learning. Works with topic editors to develop individualized plans for inclusion. Directs any source tracking efforts; designs long-term accountability measures for source tracking.
- Trains reporters and consults other editors on sourcing, reporting and developing relationships in marginalized communities. Brings in outside consulting when necessary.
- Helps identify internal practices and issues that lead to bias or inequity and works with senior newsroom leaders to address them.
- Works with newsroom leadership to incorporate solutions journalism strategies into coverage plans.
- Follows CPR's ethics guidelines, and helps reporters adhere to those same ethical standards as needed.
- This position is an authority on style and ethics-related questions. The editor will help maintain and update CPR News' in-house style guide, and will work directly with reporters and management when ethical issues arise.

The Managing Editor will manage relationships with reporters and editors at CPR and partner organizations, through:

- Work with editors across the newsroom to identify and share CPR stories with news outlets in the state.
- Work with reporters and editors across the region to identify stories that could be elevated on CPR platforms.
- Manage and administer CPR's participation in NextGen Radio.

- Manage and administer CPR's annual fellowship program.

The Managing Editor is part of the four-member leadership team guiding the newsroom overall to:

- Ensure reporters are focusing on significant topics that support the overall direction of CPR News and meet our standards for journalistic excellence.
- Contribute to strategy and direction of CPR News, and fill in for colleagues as needed.
- As a key manager, is expected to carry out most responsibilities in the office, to be readily available for collaboration and consultation within the department and across the organization.
- Other duties as assigned, including on-air fundraising.

Core Competencies:

- **Change/Adaptability/Flexibility:** Adapts to change that benefits CPR, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.
- **Communication:** Communicates well both verbally and in writing, promptly shares information and ideas with others throughout the organization as appropriate, has active listening skills, can negotiate and persuade as needed.
- **Results Focus/Initiative:** Targets and achieves results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability, sets high standards and takes responsibility, provides leadership/motivation.
- **Collaboration:** Working collaboratively with others to solve problems, achieve common goals and positive results. Listens to others and values opinions. Is open with other team members and expresses disagreement constructively. Seeks opportunities to work on teams as a means to develop experience and knowledge.

Education and Experience Requirements:

- Journalism experience, preferably as an editor.
- Proven leadership in diversity, equity and inclusion coverage and strategies.
- Proven ability to lead innovation.
- Experience in training journalists preferred.
- Knowledge of Colorado and its news topics preferred.
- Identification with the mission and purpose of Colorado Public Radio.
- Must be able to thrive in an environment that requires juggling multiple tasks and deadlines and have strong organizational skills.