



## **COLORADO PUBLIC RADIO Job Description (November, 2018)**

**Position:** Managing Editor/Digital  
**Reports To:** Executive Editor  
**FLSA Status:** Exempt  
**Department:** News

### **Summary**

The Managing Editor/Digital is a senior newsroom supervisor, overseeing the development, execution and evaluation of CPR News' multi-platform digital strategy. Reporting to the Executive Editor and working in tandem with the News Director, the ME/Digital will help direct our daily coverage, our enterprise reporting and our on-demand audio efforts. In addition, the ME/Digital will be part of the senior management team in the newsroom.

### **Responsibilities & Duties**

- Innovative, inspiring leader who can push CPR into new avenues of multi-platform storytelling and who understands how audio reporting and digital reporting can work together and separately to extend storytelling and reach new audience.
- Works closely with other News managers to develop workflows (sometimes story by story) that serve all platforms.
- Experienced journalist with deep understanding of how to tailor storytelling for a digital audience - and who can lead reporters, producers and editors in design-based thinking.
- Establishes and leads a new, systematic way for digital staff throughout the organization to meet regularly to share initiatives, ideas, peer feedback, best practices.
- Develops and executes digital strategy for News, including website, mobile platforms, social media and newsletter.
- Plays a key role in assisting Digital Platforms Director with identifying needs throughout CPR's news and music services.
- Responsible for the daily editing and management of [cpr.org](http://cpr.org) for service-wide excellence. Works with leadership to grow audience and engagement on digital and social platforms. Tracks and reports progress.



- Assesses and establishes baselines for creating exceptional digital content: text, visual, audio. Develops, maintains and monitors adherence to a central style guide.
- Works with departmental digital leads to make sure both content and resources are in line with overall digital editorial strategy.
- Establishes and maintains/updates digital freelance guidelines, contracts and pay for digital freelance reporters, producers, multimedia specialists.
- Assesses baseline digital competencies for digital and radio staff, audits existing skill levels, and institutes a systematic, consistent annual training program for everyone to level up.
- Surveys educational and training opportunities externally (conferences, boot camps, courses) and works proactively to register digital staff who then communicate results with peer learning.
- Explore and oversee strategies for new digital products that will drive audience and engagement.
- Identify, develop and execute potential interactive projects for major areas of coverage.
- Advocate for innovation within the news team.
- Help with digital and radio editing as needed.
- Train reporters and editors as needed.
- Keeps current with, and shares best practices and ideas around digital news, social media and audience engagement.
- Manages digital producers, editors, reporters, and developers on a day-to-day basis.
- Other duties as assigned including on-air fundraising.
- Ensures that all staff are evaluated following the principles established under CPR's performance management process. With department leadership, sets compensation for staff within established organizational HR parameters for final review by Senior VP Programming.
- As a key manager, is expected to carry out most responsibilities in the office, including working non-standard hours when necessary.

### **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:** Works 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.

## **Knowledge & Competencies**

- Identification with the mission and purpose of Colorado Public Radio.
- Minimum of five years of strong management experience in a newsroom that has proven digital innovation.
- Technical experience with WordPress, newsletter technology, analytics, SEO coding and user experience preferred.
- Track record of solving problems with innovation.
- Impeccable news judgment and outstanding writing and editing skills.
- Ability to work collaboratively within the newsroom and across departments.

Position is based in metro Denver.