



Colorado Public Radio Job Description (June, 2017)

Position: News Director
Reports To: Senior Vice President, Programming
FLSA Status: Exempt
Department: News

Summary:

The News Director leads CPR's growing multi-platform news team, overseeing short and long-term Colorado news content and production across broadcast and digital channels. As the executive leader for CPR News, supervises the management team to ensure coverage of key issues that meets the organization's strategic plan. Balances daily news demands with in-depth reporting, leads staff in making creative and consistent use of every platform, and ensures the highest journalistic and ethical standards.

Essential Duties and Responsibilities:

- Sets the CPR News editorial agenda, both short- and long-term.
- Supervises the news management team - including the Assistant News Director, Senior Host and Executive Producer of Colorado Matters, Digital Editor, CPR Editors. Ensures that all staff are evaluated following the principles established under CPR's performance management process. Establishes compensation for staff within established organizational compensation parameters with SVP Programming and VP Human Resources.
- Leads newsroom planning and discussions, generally and with the news management team, to set direction and tone of content.
- Serves as the chief communication officer for the newsroom, ensuring that all staff is kept in the loop on both daily issues and longer-term strategic matters.
- Develops ongoing training and skills development programs for the newsroom. Includes overseeing regular host feedback and staff development in all areas of production.
- Regularly reviews and provides constructive feedback on CPR News content, to ensure consistency of CPR's content and approach across all audio and digital platforms.
- Identifies and implements best practices and new tools that can advance CPR's editorial mission. Ensures public engagement tools are regularly utilized to spark conversation and develop news sources and stories.
- Leads and explores collaboration with outside editorial partners, including NPR and other public media and Colorado news organizations.
- Works with SVP Programming on long-term planning to develop CPR news goals across all platforms.
- Allocates resources in support of organization's editorial mission. Monitors the department budget, and collaborates with SVP Programming on developing the annual budget.
- Leads hiring for the newsroom, with a focus on reflecting the diversity of the community served by CPR News.
- Serves as liaison between news and other department leaders, coordinating work on common goals and leading collaboration on common work.
- Other duties as assigned, including serving as spokesperson, taking part in community events.
- 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.



- Non-standard working hours guaranteed. On call 24/7, and accountable for establishing backup on-call staff when on leave or unavailable.

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.

Knowledge and Competencies:

- Significant journalistic experience, 10+ years; public radio experience ideal.
- Strong judgment and understanding of journalistic standards, practices and ethics.
- Excellent management skills and experience; at least 5-7 years.
- Meticulous organizational skills; budgeting experience ideal.
- Experience creating internal training systems and programs.
- Ability to lead and collaborate with a wide range of skilled and creative people.
- Proven leader who creates a culture of innovation, accountability, professional growth, and collaboration.