



Colorado Public Radio Job Description (January 2018)

Job Title: News Director
Reports To: Executive Editor
FLSA Status: Exempt
Department: News
Direct reports: Editors and Reporters

Summary:

The News Director, reporting to the Executive Editor, manages day-to-day news coverage across all platforms; and works with editors and reporters to develop ideas for features, daily spots, interviews and digital content. Collaborates with the Executive Editor on developing coverage priorities and newsroom growth. Serves as the back-up to the Executive Editor in running daily editorial operations and representing the newsroom to the larger organization.

Essential Duties and Responsibilities:

- Manages the day-to-day planning and implementation of CPR News content and resources across all platforms.
- In consultation with the Digital Editor and Executive Producer/Host of Colorado Matters and the Senior Editor/Projects, the News Director sets daily staffing and coverage assignments. Serves as decision-maker to resolve conflicting priorities among platforms and programs.
- Ensures that all areas of CPR News - newscasts, features and news magazine interviews, Colorado Matters, digital platforms - effectively collaborate on the development and best use of content across all platforms.
- Collaborates with Executive Editor and news managers on all newsroom planning to set direction and tone of content.
- Supervises daily editors and is primary editor as needed on radio features, daily news, and interviews. Includes assigning stories, approving pitches, and editing, working with reporters to ensure thorough coverage and best use of all platforms.
- Ensures that reports are evaluated following the principles established under CPR's performance management process. Establishes compensation for staff within established organizational compensation parameters with Executive Editor in collaboration with SVP Programming and VP Human Resources.
- In coordination with Executive Editor, 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.



- Works with the Executive Editor to assess newsroom progress on goals and determine resource and professional development needs. Manages ongoing training and skills development programs for the newsroom, including coaching for on-air host and reporters.
- 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.
- Assists with news staff hires and serves as hiring manager for direct reports.
- Non-standard working hours guaranteed. Serves as primary back-up for the Executive Editor, and for other editors as needed.
- Develops on-call 24/7 schedule for news managers and reporters/producers, and accountable for establishing backup on-call staff when on leave or unavailable.
- Participates in on-air fundraising as needed. Other duties as assigned, including participating in community events.

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. Champions innovation.
- **Communication:** Communicates well orally 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 to develop experience and knowledge.

Knowledge and Competencies:

- Significant journalistic experience 8-10 years minimum; public radio experience required.
- Strong judgment and understanding of journalistic standards, practices and ethics.
- Excellent management skills and experience; at least 4-6 years.
- Meticulous organizational skills; experience managing multi-platform news.