

American Journalism Project

Manager, Portfolio Success

The Manager, Portfolio Success is a role for an entrepreneurial, collaborative, and creative problem solver who has a track record of working across projects and teams to plan and execute sustainable business strategies.

Who we are

We're an entrepreneurial team working to re-shape the future of local news in our country. We're passionate about journalism, civic engagement, and how local news plays a unique role in shaping our democracy. We help build and grow sustainable local news organizations all over the country – through financial investment, venture support, and movement building – that are governed by, sustained by and look like the public they serve.

Since 2019, the American Journalism Project has committed more than \$33M of investment in 32 nonprofit news organizations across the United States. [Learn about our grantees.](#)

Our team is deeply connected to our mission and supportive of each other's goals and overall well-being. We aim to be an organization where everyone feels heard, respected, and valued. We are an entirely remote, distributed team and strive to maintain a healthy, fun, and productive workplace, working alongside smart, energetic colleagues who enjoy one another and the work. [Meet our full team.](#)

Our values

- *Local First:* We know that local journalism must serve and be led by local communities. We make a practice of listening to, and making decisions with – not for – those communities, and connecting them to find strength in each other.
- *Bold Leadership:* We understand the severe economic challenge facing local news and thus democracy, and we embrace a sense of possibility with courage, urgency, and perseverance.
- *Constant Learning:* We recognize the unknown in front of us. Therefore, we operate with humility and a commitment to continuous improvement and collaboration.
- *Commitment to Equity:* We commit to creating a better, more diverse, and more inclusive news media that advances human and civil rights. We actively fight against injustice and racism, and that starts with doing the work ourselves.
- *Integrity:* We accept the responsibility of earning trust every day. We operate with honesty, transparency, dignity, and respect, and without allegiance to party, ideology, profit, or power.

Your team

The Portfolio Success team ensures the return on our investment, augmenting our grantmaking to news organizations with intensive support, capacity building and access to a thriving learning community. Each grantee is assigned a Success Partner who serves as a coach and works closely with grantees throughout the grant period to help them realize their growth plans. Our team also oversees ongoing learning from and assessment of our grantee portfolio to both inform the American Journalism Project's grantmaking and support strategies and to share our learnings with the journalism and philanthropic fields.

The Manager, Portfolio Success will report to a Vice President, Portfolio Success, and is expected to support the overall Portfolio Success team. They will also draw on support from and collaborate with teams and team members across our organization.

Compensation & benefits

Our compensation and [benefits](#) are competitive in the nonprofit and philanthropic sector, and we are committed to supporting our team with what they need to show up every day ready to bolster the local press our democracy deserves. The base salary for this position is \$100,000, with the potential to increase by up to 10%, depending on a candidate's years of education and/or experience above the expected level for this role.

Your impact

Your role will be instrumental in our efforts to grow and scale some of the most innovative and exciting local news projects in the country. The combination of significant financial investments, intensive coaching and sustained capacity building that we provide to our grantees consistently leads to durable growth and expansion of newsrooms that will ensure that communities across the country have access to vital, trustworthy and representative information. In this position, you will help us create and support a new generation of sustainable, equitable social enterprises that defend our democracy, hold power to account, and strengthen our communities.

The position

We provide deep support to the nonprofit news organizations we invest in, customized to fit the needs of each grantee according to its growth stage and unique set of opportunities and challenges. For newer organizations that are just starting up, our support includes organizational establishment and governance design, recruiting key leadership roles, organizational visioning and strategic planning, and fundraising and coalition building. For organizations that are already established, our support tends to be focused on efforts to plan and scale for growth and sustainability, which can involve leadership and board reorganization, significant expansion of business teams, exploration and launch of new products and revenue streams, and expansion to new markets.

American Journalism Project

No matter the growth stage, we partner closely with our grantees to deeply understand their opportunities and challenges, propose strategies and solutions to help them grow and realize their dreams, and help them “plan to execution.” Our goal is that organizations flourish, become more resilient, and are thriving at the end of the grant period.

In this role, you will support our Success Partners in coaching grantees to grow, scale and expand their organizations. You will be assigned to support projects where there is a particular need for extra strategic support to get a new idea off the ground or move a grantee forward to a key milestone. You will be responsible for managing the design and execution of solutions to complex, multi-pronged challenges that news organizations are facing. Over time, you will deepen your knowledge and be involved in generating creative solutions that can then be shared across the portfolio. As you develop tools and processes to support our grantee’s work, you will be contributing significantly to our growing resource library.

Key elements of the role include:

- Working alongside Success Partners to assist grantees in building strong financial management skills and operational practices.
- Designing and conducting market research (both original data collection and analysis of existing information) to help grantees more deeply understand community information needs and the media and information environments in which they are operating. This may include mapping existing information landscapes and providing coherent analysis of the current role and future trajectory of information ecosystem players.
- Packaging research findings and analysis for our grantees to use as they make the strongest possible case for support to build and grow their organizations.
- Utilizing research findings and identifying unique opportunities in grantees’ markets to develop creative solutions and product concepts that expand grantee organizations’ reach and impact.
- Conducting research to help grantees grow their donor and funder pipeline and explore new revenue streams.
- Creating financial models, staffing scenarios and revenue analysis for future growth and expansion plans.
- Vetting opportunities for potential mergers, acquisitions and/or expansion to new markets.
- When relevant, supporting recruitment for key American Journalism Project-funded roles (e.g. helping to draft job descriptions, etc.).

American Journalism Project

Who you are

This role is a fit if you are...

- **A systems-thinker:** You are a research and analytics-driven strategist with a high capacity for understanding and interpreting nuance.
- **A change-manager:** You're not only comfortable with change, you embrace it and are not easily discouraged. You're an effective communicator that can inspire and persuade others to consider new ideas and perspectives. You are highly empathetic and can see perspectives and situations from multiple perspectives, while working towards agreed upon goals
- **Strategic and operational executor:** You know how to get things done in an efficient manner and have an excellent ability to manage to execution with timeliness and a strategic eye ahead for anticipated blockers and risks
- **Collaborative and agile:** You have a consultative and service-oriented mindset. You know how to quickly jump into different scenarios and projects, to adapt your workstyle to the individual people involved in each project and to approach that work with empathy at the core.
- **Entrepreneurial:** You thrive in a fast-paced, dynamic environment that requires you to be nimble, adapt to change, and think outside of the box.
- **Bold and mission-oriented:** You are deeply concerned about the future of journalism but boldly optimistic that we can reimagine our country's local news infrastructure. You work with urgency to get us there faster.
- **Committed to equity:** You've worked (either professionally or through volunteer experiences, board service, etc.) with diverse teams and in environments committed to equity. You bring experience working across lines of difference and a fluency that has been shaped by those experiences.
- **Fun and supportive:** We work hard as a team and take our mission seriously, but also believe it's important to have fun and find joy in the work we do together.

What background and skills do you have? (We know not all strong candidates will have all the skills we list. That's OK. What else do you bring to the table? Please tell us!):

- Passion for journalism and belief in its critical role in informing communities and strengthening democracy
- Experience, such as management consulting, in a strategy-meets-operations role involving strategic business planning and market research and analysis
- Expertise with collecting and making sense of complex data to tell a story
- Financial modeling expertise and strong business acumen
- Exceptional writing, research, and interviewing skills
- Entrepreneurial-minded, a proactive self-starter who understands business challenges and solutions

American Journalism Project

- Ability to work collaboratively across a multidisciplinary team
- Curious to understand and learn from the perspectives of communities other than your own
- Experience in news is helpful but outside of industry experience is welcomed. We can imagine people with many different backgrounds in this role. That includes former consultants that are comfortable juggling multiple projects and professionals that have experience in both startup environments and large institutions. If you've worked in the for-profit sector but are eager to apply your skills to support our mission, we'd love to hear from you!

Please submit an application [through our portal](#). If you have any questions please feel free to email careers@theajp.org with "Manager, Portfolio Success" in the subject line.

The American Journalism Project is dedicated to equal employment opportunities for all applicants and employees. The American Journalism Project encourages people of all races, colors, national origins, ancestries, creeds, religions, genders, ages, disabilities, veteran status, sexual orientations, and marital statuses to apply.