

CHIEF ADMINISTRATIVE OFFICER THE CONNECTICUT NEWS PROJECT, INC.

The Connecticut News Project, Inc. (CNP), a new Connecticut non-profit organization, seeks its first Chief Administrative Officer (CAO), an exciting opportunity for an energetic and entrepreneurial individual who is passionate about the principle that all members of a democracy must have current and accurate information about their government.

The Connecticut News Project, Inc.

CNP was established in July 2009 to develop an on-line news service to address the growing void in coverage of Connecticut's government. CNP's Board has hired an award-winning editor to oversee all aspects of the news operation and to recruit a staff of experienced, professional journalists. Together, they will help restore high-quality, in-depth news reporting about issues affecting the state; the actions of Connecticut's Governor and other constitutional officers, legislature, courts, and the state agencies; and the performance of those entrusted by Connecticut's voters to serve the public interest.

The responsibilities of the position.

The CAO is responsible for establishing, maintaining, and enhancing the administrative structures, operations, and resource base of this new non-profit. Working in close partnership with CNP's Board of Directors and its editor, the CAO will help define and implement a strategic plan to establish CNP as a new, bold model for high quality, on-line reporting and to assure CNP's long-term growth. The specific responsibilities of the position include:

- **Leadership.** With the editor, be the symbolic leader and spokesperson for the organization, able to communicate and raise the visibility of the organization and its vision, mission, and activities and to implement its goals, objectives, and strategies for growth and development. Report to the Board on all financial and administrative matters.
- **Program planning and management.** Develop and implement an annual work plan that furthers the organization's administrative and strategic goals. With the editor, seek opportunities for partnerships with other organizations having complementary missions. Implement an enrichment program for young journalists and student interns working with CNP, in collaboration with the editor.
- **Operational planning and management.** Assume responsibility and develop systems for all administrative operations, including CNP's office; budget, financial, and personnel management systems; grants management system; and state and federal non-profit organization compliance activities. Assure that CNP's news operation has adequate support to accomplish its mission on a day-to-day basis.
- **Fiscal planning and management.** Develop an annual budget for Board review and work with the Board to develop and implement a plan to expand the resources of the organization, including through grants, sponsorships, individual donations, and innovative strategies. Monitor revenues and expenditures, assure that sound

financial systems are developed and maintained, and provide leadership to the organization's development efforts.

The qualities sought in the CAO.

CNP is seeking an individual who is an innovator, with an entrepreneurial spirit, a commitment to excellence, a passion to protect and advance superlative journalism, and the ability to adapt to changing circumstances. Applicants should have several years of managerial experience in either a non-profit or for-profit organization; demonstrated fundraising experience; experience with hiring, mentoring, supervising, and evaluating staff; and excellent oral and written communication skills. A demonstrated capacity for strategic and innovative thinking and planning, and for developing and maintaining partnerships and collaborations, is essential. Some experience with new media strategies is strongly preferred. Salary is commensurate with experience.

Please apply by sending a detailed resume and a cover letter summarizing your interest in and qualifications for the position to: CTNewsProject@gmail.com. The review of candidates will begin the first week of August, with a goal of hiring in mid-September, 2009. Applications should be submitted by August 22. CNP seeks diversity in its staff at all levels.