

Job Description:

The Atlanta Press Club, a 501c3 nonprofit organization, is looking for a new executive director.

The mission of the Atlanta Press Club is to serve the evolving professional, educational, and social needs of metro Atlanta's media community, foster journalistic excellence, and advance the public's interest in and understanding of a free press and its vital role in democracy. Founded in 1964, the Atlanta Press Club is one of the largest and most active independent associations for journalists in the nation. The Club is non-partisan and seeks to foster a breadth of viewpoints within a culture that advances equity, diversity, and inclusion.

The executive director manages a small, internal staff as well as contractors, consultants, and vendors. This top role is akin to an owner or founder of a small business and is responsible for leading the Club's corporate and individual fundraising of around \$500,000 annually, as well as managing a restricted endowment that funds the prestigious Loudermilk-Young Debate Series. The ideal executive director is also an ambassador for the club, boldly representing its mission and members in the community, including speaking engagements, thought leadership and advocacy. The club executive director reports directly to a working board of directors, an engaged group of local media executives, journalists, nonprofit and communication professionals who meet monthly.

The executive director of the Atlanta Press Club works with the board to fashion the club's strategic vision and is responsible for all operations as well as the growth and sustainability of the Club.

Role Responsibilities Include:

- Managing all day-to-day activities, including the organization's finances, long-term programs and events, memberships, volunteers, current and new corporate and media sponsorships, public relations, content creation, digital platform and website presence, social media, board governance and more.
- Raising the profile of the club through speaking engagements, thought leadership and advocacy
- Managing sponsorship sales manager
- Budgeting and invoicing
- Managing endowment through relationship with investment manager
- Liaising with external CPA.
- Creating strategies for fundraising through corporate gifts, grants, foundations, and individual giving (donations, membership fees, and event ticket sales).

- Evening and weekend work is required for some events.

Ideal Characteristics Include:

The ideal candidate will value the historic and important role the media plays in American society and be passionate about championing those values to members and the public. He or she will be a visionary and entrepreneurial leader who sees the future of member-based organizations and can take APC there. As the leader of a lean nonprofit organization, candidates need to be self-sufficient multi-taskers who can resolve issues related to finances, technology, and human resources as they arise. The executive director will delegate responsibilities but understands that no task is too small.

At a consequential moment for journalism—marked by shrinking newsrooms and growing challenges to a free and independent press—the executive director has an increasingly important role to play in strengthening, connecting and advocating for Atlanta’s journalism community.

Preferred Experience:

Three or more years’ work experience in nonprofit management, fundraising, or marketing, or equivalent experience, with a significant track record in:

- Leading and managing staff, ideally in a remote environment
- Working independently in a management role with minimal day-to-day supervision
- Overseeing accounting functions, budgeting, and using QuickBooks
- Comfort with digital business strategies (web, mobile, social)
- Corporate sales or large-gift nonprofit fundraising
- Experience with event planning and execution and high-profile attendees
- Understanding the journalism industry in a pandemic/post-pandemic world
- Networking with donors, volunteers, community and business leaders of all levels
- Public speaking and leveraging social media and other strategies to elevate visibility and thought leadership

Bonuses:

- Knowledge of Atlanta-based Fortune-500 companies and their leadership
- Knowledge of Atlanta media organizations, anchors and key reporters
- Interest in Georgia’s political landscape
- Comfort with public speaking, including occasional media interviews

Skills required:

The APC's digital-first workplace uses Google Workspace, CRM platforms, web-based CMS, QuickBooks, Canva, and Dropbox. The successful applicant will need to be proficient in these platforms.

Benefits include health insurance for the employee as well as vacation days, physical and mental health days, and national holidays. The office currently operates remotely.

To apply please send a cover letter, resume, and three references to apcsearch@atlpressclub.org.