

Chief of Staff

Brookline.News is a new, nonprofit community news outlet approaching its first anniversary in April 2024. We are looking for a results-oriented person excited to work in a fast-paced environment to serve as our **inaugural chief of staff**. You will play a pivotal role in creating this role as you join a dedicated group of paid staff, volunteers and interns who are developing the newest concept in local news reporting.

This full-time, 40 hour-per-week position is remote and has flexible work hours.

The ideal candidate is nimble and loves both helping to conceptualize projects and doing the nitty gritty required to get a project completed.

Projects fall in four main areas: fundraising operations (conducting donor stewardship efforts, coordinating annual fund donor solicitations, and tracking individual, foundation and major gift solicitation pipelines); online and offline marketing of a new hyperlocal news site; event coordination; and administrative duties, including scheduling meetings and tracking meeting follow-up action items.

This role requires someone who is detail-oriented, a good communicator, creative, and comfortable working with volunteers, staff, and donors in a rapidly-changing environment. No direct fundraising is required. Occasional night or weekend work may be required in association with events.

Compensation is competitive and includes salary plus a benefits stipend. To apply, please send a resume and cover letter to julier@brookline.news

About Brookline.News

Brookline.News is a 501C3 nonprofit organization located in Brookline, Massachusetts dedicated to providing high quality journalism to its local community, training the next generation of journalists, and working with similar organizations in Eastern Massachusetts and beyond to improve the quality of professional journalism on the local level.

Brookline.News, is a member of the Institute for Nonprofit News. It was founded in July 2022, incorporated in October 2022, and first published in May 2023 to help fill a news void in Brookline, MA. It is the only news organization dedicated solely to covering the town of 63,000.

Brookline.News is an equal employment opportunity employer, and does not discriminate on the basis of race, skin color, religion, gender, sexual orientation, gender identity or expression, age, disability, national origin, ancestry, genetic information, military or veteran status, pregnancy or pregnancy-related condition or any other protected characteristic. Brookline.News is committed to racial equity, diversity, inclusion, and belonging.

To learn more about Brookline.News, go to our website at www.brookline.news