



Operations & Development Manager
Outlier Media
Detroit, MI

EXECUTIVE SUMMARY

Outlier Media is a Detroit-based service journalism organization. We identify, report, and deliver valuable information to empower residents to hold businesses, municipal government, and elected officials accountable for long-standing problems.

We have developed and deployed a methodology to identify community information needs. We fill those information gaps with reported information over our SMS-based information service. With our partners, we publish watchdog and investigative pieces when information or resource gaps point us to a lack of accountability or a systemic problem.

We're hiring an Operations Manager to work with our small, but powerful team as we expand to serve more Detroiters and reimagine local news as an essential service. Our newsroom will grow over the next several years and we need a skilled and thoughtful business manager who can help us manage today and plan for the future.

This search is being conducted by Glidepath Strategies. Application instructions can be found at the end of this document.



DUTIES AND RESPONSIBILITIES


Outlier is seeking an operations business manager to handle contracts, budgeting and project management. We are seeking someone who is familiar with startup or newsroom strategy, understands business operations, donor/grant management and has superior verbal and written communication skills. This person will report to the Executive Director.


Primary Responsibilities

- Responsible for working with offsite financial and accounting services on all matters related to budgeting, revenue and expenses
- Review departmental expenditures
- Assist with the management of budgets, including editorial and staff operations budgets
- Process payments to contributors and liaise with department leadership to ensure contracts are current
- Coordinate all communications and logistics related to the board and board committees
- Work with Development Director to identify and research potential funding sources
- Prepare packets, background materials, and research to present to funders.
- Assist in building and maintaining operational best practices
- Draft grant proposals, reports and correspondences for funders and be responsible for their timely submission.
- Responsible for the management of office resources, vendors, technology and supplies
- Manage payments and some logistics of the Detroit Documenters program

QUALIFICATIONS

The ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- Demonstrated budgeting and finance skills
 - Strong organizational and time management skills with exceptional attention to detail.
 - Strong analytical skills (Some understanding of databases and giving trends analysis).
 - Strong computer skills and understanding of donor management systems
 - Extremely detail-oriented
 - Record of effective and respectful teamwork
 - Enthusiastic about collaboration
 - Very well-organized, able to prioritize and multitask
 - Enthusiasm about working in an environment that appreciates and reflects the diversity of Detroit along with skill in navigating a diverse workplace
 - Flexibility to adjust hours to meet deadlines and needs of the organization, including availability to work *occasional* evenings and weekends.
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- This job is located in the city of Detroit and **is not** a remote position, though working from home when needed or preferred is fine.





COMPENSATION AND BENEFITS

Outlier is a small team of dedicated professionals. We work hard and expect high-quality work from ourselves and each other. However, we also support learning, growing, and stretching. We support each other's professional and personal goals. We have healthy boundaries and have worked to create an environment that helps us avoid burnout rather than hobble through it. We also offer:

- Starting salary of \$65K
- Relocation stipend
- Benefits including health, dental and vision insurance, 401K and a match, generous vacation, PTO, and holidays
- Funded and supported professional development opportunities

TO APPLY

To apply, send a resume to candice@outliermedia.org and fill out our application here:

https://docs.google.com/forms/d/1mgs1fZcCh7-fsUG27Ewn-wR5v1fGM8OKvH0Y1A0hA-w/viewform?edit_requested=true

Outlier Media is an Equal Opportunity Employer. The organization values and celebrates diversity and work towards equity. Candidates of all backgrounds and identities are encouraged to apply.

