

# STILLP•INT

A MAGAZINE IN THE EYE OF THE STORM

## NONPROFIT MANAGER

**\$25-\$28/hour**

**.8 FTE (32 hours per week)**

**Full Benefits**

**Minneapolis, MN**

With the Nonprofit Manager position, *Stillpoint Magazine* specifically encourages applications from those who identify as Black, Indigenous, or as a Person of Color. This new, Twin-Cities-based role offers the opportunity for an energized professional to be fully engaged in growing the readership and supporter-subscribers of *Stillpoint Magazine* during a transitional moment of growth, and the establishment of *Stillpoint Magazine* as an independent nonprofit organization. The Nonprofit Manager position will involve a close working relationship with *Stillpoint Magazine's* Editor in Chief to provide operational support for *Stillpoint Magazine*, its staff, and its mission, and to demonstrate qualitative growth in readership, engagement, and support for an innovative, international, interdisciplinary publication and organization.

The ideal candidate for the Nonprofit Manager role will have a commitment to equity and liberation-based, mission-driven work, and a belief in the arts as an agent for social transformation. While operationally, administratively, and marketing-focused, the ideal candidate will be able to exhibit flexibility and a belief in the importance of creative and intellectual freedom. The Nonprofit Manager position requires a high degree of personal initiative, organization, attention to detail, written and oral communication, and an ability to establish and maintain operational, financial, and community-facing systems. This position will include in-person and remote work, and will require an ability to work across time zones and cultures with a diverse, international, care-based and interdisciplinary team with a variety of working styles and professional and personal goals and commitments.

### RESPONSIBILITIES

#### **Marketing, Fundraising, Outreach (40%)**

In collaboration with staff and Editor in Chief, a portion of this role will be focused on managing *Stillpoint Magazine's* marketing and community-building efforts locally and internationally. This can include proposing and executing new initiatives.

- In collaboration with the *Stillpoint Magazine* team produce annual marketing plans aimed at readership growth and donor growth.
- In collaboration with the team and Editor in Chief, propose, execute, and manage new initiatives and campaigns to increase readership and monthly subscription-based financial support of *Stillpoint Magazine*.
- Work with the Editor in Chief and staff to build relationships with other organizations and institutions to support collaborations and mutually beneficial programs.
- Work with the Editor in Chief to build and maintain donor relationships outside of the subscription model. This includes researching and engaging with individual philanthropic donors, foundations, and governmental granting agencies to support the financial sustainability of *Stillpoint Magazine*.
- Support the publicity and marketing efforts of *Stillpoint Magazine* to build and maintain its reputation among readers, donors, and in relation to competitors.

## Operational (60%)

This position will be responsible for coordinating and managing the administrative and operational necessities of *Stillpoint Magazine*.

- Work with the Editor in Chief, Publisher, Attorney, and Accountant to establish and maintain *Stillpoint Magazine* as an independent nonprofit organization. This includes supporting the building of a new Board of Directors, executing the federal and Minnesota filing requirements.
- Work with the Accountant to ensure the proper annual federal and state tax filing.
- Work with staff to ensure the annual charitable report and the annual nonprofit renewal.
- Refine and maintain *Stillpoint Magazine's* working budget.
- Conduct monthly coding and expense reports.
- Work with the Accountant to maintain tracking of all outgoing and incoming invoices and payments.
- Manage and maintain financial correspondence with contributors and contractors.
- Maintain financial relationship with *Stillpoint Magazine's* major donor and their financial team.
- Work with the Editor in Chief to maintain relationships with *Stillpoint Magazine's* Board, and to plan and execute quarterly Board meetings, prepare reports, and take, maintain, and distribute minutes.
- Working with the Editor in Chief and Art Director, oversee relationships with web developers regarding digital developments, audits, and maintenance of the *Stillpoint Magazine* website.
- Support the operational needs of community, donor-related, and other events.
- Support the operations of Editor in Chief and Art Director with scheduling, organization, and other administrative needs.

## REQUIREMENTS

- Bachelor's degree in a related field and/or demonstrated experience of 3 or more years in focus areas within business or nonprofit development, finance, accounting, or strategic communications.
- A commitment to collaboration across difference.
- A commitment to mission-based work and organizations.
- A high degree of initiative, organization, and drive.
- Excellent communication and interpersonal skills.
- An ability to multitask, prioritize, and manage multiple projects in a fast-paced environment.
- Ability to flourish with minimal guidance, be proactive, and handle uncertainty.

## HOW TO APPLY

Please send all materials by email to: [people@stillpointmag.org](mailto:people@stillpointmag.org) with the subject line as your first and last name, followed by "Nonprofit Manager".

Your materials should include:

- A cover letter or video of 3-4 minutes explaining why the role, and our publication, are the right fit for you. It should also include an explanation of how this role fits into your overall career trajectory and goals.
- A CV or resume.
- Two professional references including their names, emails, and phone numbers, their title and organization, your relationship, and how long you have known one another. Referees will only be contacted after interview.

**DEADLINE FOR APPLICATIONS: JULY 29 2022**  
**INTERVIEWS: Week commencing AUGUST 8 2022**

**START DATE: SEPTEMBER 2022, dependent**  
**on notice period of successful candidate**

