

# bitchmedia

## Position: Executive Director

### About Bitch Media/*Bitch* magazine

Bitch Media is a nonprofit, independent, feminist media organization best known for publishing *Bitch: Feminist Response to Pop Culture* ([www.bitchmagazine.org](http://www.bitchmagazine.org)), a print magazine devoted to feminist analysis and media criticism. *Bitch* features critiques of television, movies, magazines, advertising, and other elements of pop culture. We also interview feminist pop culture makers, review new books and music, and lots more. We're in the process of evolving into a multimedia organization.

Bitch Media seeks to be a fresh, revitalizing voice for feminism, one that welcomes complex arguments, showcases witty and whip-smart critiques of popular culture, and refuses to ignore the contradictory and sometimes uncomfortable details that constitute the realities of life in an unequivocally gendered world.

With an operational budget of over \$500,000 for the 2009 fiscal year, Bitch Media currently employs seven deeply committed staff and several highly talented interns. As Bitch Media celebrates its 13th year in business, it seeks a strong and entrepreneurial leader to move the organization into its next exciting chapter as a dynamic, feminist multimedia institution.

### Position Overview

The Executive Director bears responsibility for all executive, strategic, programmatic, financial, and management functions. S/he will have a strong commitment to the feminist movement and a proven record of success in fundraising. Her/his most important attribute will be the ability to create a financially sustainable business model by increasing fundraising efforts and earned income through both traditional and entrepreneurial methods. S/he will have demonstrated abilities in managing the internal and external dimensions of an organization in transition. Candidates must demonstrate the personality and experience to consider, manage, embrace, and initiate vital change to move the organization forward. Additionally, the successful candidate will be a skilled administrator and manager who will positively motivate and inspire a wide variety of highly skilled professionals and volunteers to realize the organization's vision. As the public face of the organization, the Executive Director will be an excellent and dynamic communicator and relationship builder.

### Responsibilities

- Serve as a passionate, visionary leader for the organization, both internally and externally, articulating and advancing Bitch Media's mission and vision.
- In partnership with the Board of Directors, establish strategic and programmatic direction for the organization.
- With participation and support from the board and staff, prepare and execute successful and diversified fundraising efforts to grow the organization, focusing on individual donors, sponsorship, earned income strategies, grants, and special events.
- Provide effective management, guidance, and mentoring to empower a small, dedicated team of staff and volunteers. Take disciplinary action as necessary.
- Create and maintain systems to manage organizational efficiency, keep costs in check, monitor revenue, and prepare for growth.
- Inspire and motivate staff and volunteers to be creative and innovative; support them to explore new and different approaches and resources.
- Create an environment that allows staff to work at their fullest capacities, developing their strengths and coaching them through areas of weakness.
- Identify future program directions, new opportunities, and innovative strategies to serve Bitch Media's mission.
- Forge collaborative partnerships in the feminist media movement, building and maintaining relationships with media, feminist, and social justice leaders.
- Raise the profile, reputation, and visibility of Bitch Media.
- Strengthen Bitch Media's leadership position in the feminist media movement.
- Build upon relationships with the local community at large.

## **Qualifications**

The ideal candidate will be an enthusiastic, connected, and compassionate feminist who possesses the following attributes:

- Management experience including financial and personnel management and knowledge of accounting principles;
- Active participation within the feminist movement;
- A commitment to fundraising with a proven track record;
- Experience working with and developing a board of directors;
- Entrepreneurial leader with strong organizational skills and the ability to support and manage others;
- Broad familiarity with feminism and independent media (experience in nonprofit publishing/media a plus);
- Skill in strategic and organizational planning;
- Excellent writing, public speaking, and media skills;
- Exceptional interpersonal and communication skills, including a positive and compassionate attitude;
- Bachelor's degree or equivalent, advanced degree preferred; demonstrated commitment to continuing education in the field.

Qualified candidates will exhibit a drive to achieve results through vision and creative collaboration. The successful candidate will come to the table with the commitment to solidify Bitch Media as a sustainable, healthy organization, leading Bitch Media into its next phase as a dynamic multimedia organization.

## **Reporting Relationships**

The Executive Director reports to Bitch Media's Board of Directors. The Board sets broad policy and strategic direction, and approves an annual plan and budget. The Executive Director works closely with the board on strategy, policy, and planning.

The Executive Director directly supervises a staff of four—Development Director, Operations Director, Editorial Director, and Art Director—and is expected to foster an organizational culture that celebrates success, honors diversity, strives for excellence, focuses on sustainable growth, seeks continuous improvement, and learns from mistakes.

## **Compensation**

Salary commensurate with experience.

## **Application Information**

Bitch Media is committed to the principles of multiculturalism and equal employment opportunity. It does not discriminate on the basis of race, sex, color, religion, national origin, ancestry, age, disability, marital status, medical condition, sexual orientation, gender identity, or physical appearance. Bitch Media encourages applications from a broad diversity of candidates and welcomes those who are bilingual or multilingual. Please send a letter of application, resume, and salary history and expectations to [jobs@b-word.org](mailto:jobs@b-word.org).

Applications will be accepted until the position is filled. Initial candidate screening will take place starting May 1st. We intend to contact qualified applicants by phone for preliminary discussion, but cannot promise any applicant individual contact.