

# Project Director: Knight Foundation Media Project



FRONTLINE SMS

**Reporting to:** Director of Operations

**Salary:** \$40,000

**Hours:** Full-time

**Based:** Washington, DC

**Deadline:** Applicants will be reviewed on a rolling basis. Reviews will begin early in the application period.

FrontlineSMS has been awarded a grant by the [Knight Foundation](#) to design mobile tools for journalists, focusing on audience engagement and mobile reporting. We are looking for a Project Director who will be responsible for the delivery and day-to-day management of the Knight Foundation Project, and for shaping its strategic direction, growing our brand strength in the market and leading the project towards sustainability.

## Responsibilities

### Program Management:

- Manage available resources to ensure the timely delivery of journalism-specific FrontlineSMS products, including plug-ins and related tools.
- Ensure the provision of effective technical support to users and partners.
- Ensure the design and implementation of proof-of-concept and pilot projects, supporting local partners and documenting the outcomes.
- In consultation with the Director of Operations, coordinate the overall team working on our Knight Media project, including acting as line manager to the FrontlineSMS:Radio Project Manager and supporting the management of relevant partnerships and contracts.
- In consultation with the Director of Operations and Core team, identify fundraising and income generation opportunities.
- In conjunction with the Director of Operations, shape the strategic direction of the project, delivering and monitoring against concrete plans and budgets and meeting internal reporting milestones.
- Maintain strong working partnerships with other project leads and participate in team-wide strategic discussions.

### Communications:

- Lead the outreach to the wider journalism and media communities, including the development of user resources and building up best practice knowledge about the use of FrontlineSMS, SMS and mobile in the field of journalism.
- Develop strong Project brand and online presence, formal communications and PR for the project.
- Represent FrontlineSMS and the Knight Foundation Project in meetings and at public events.

### Human Resources:

- Build up the Knight Foundation Project team into a group that is able to deliver on project objectives and grow towards self-sustainability.
- Manage and develop the capacity of project staff, including recruitment, induction, performance management, appraisals, training, development and support of departmental staff.
- Ensure that the project is compliant at all times with relevant law and regulations.
- Uphold and embody FrontlineSMS values.
- Undertake other duties reasonably requested by the Director of Operations.

## Person Specification

### ESSENTIAL

- M.A. or equivalent degree in journalism, communications, and/or development.
- Experience working in a journalism organization, preferably working with multi-media, remote reporting, and/or audience engagement, AND/OR

- Experience with international aid donors, development programs, and/or social change organizations, AND/OR
- Experience with technology start-ups, software design, and/or mobile markets.
- Excellent writing, analytical, technical strategic planning and financial skills.
- Strong administration skills, including the abilities to be accurate, organized and punctual.
- Capacity to work within a diverse team, and with a distributed network of users, partners, and stakeholders.
- Ability to juggle a complex workload and prioritise duties, always meeting deadlines.
- Proven ability to work independently, communicating remotely with colleagues; primarily using email, phone and social media.
- Strong work ethic with a desire to work start-up hours to create positive social change.
- Flexible and open-minded approach, with a willingness to get stuck in with whatever needs doing at this small, dynamic organization.

#### DESIRABLE

- Experience in not-for-profit leadership.
- Experience in for-profit consulting and/or client services.
- Experience in product development.
- Negotiation skills and contract management.
- Proficiency in multiple languages.

**To apply for this position please send your CV and a covering letter explaining your suitability for the role to [info@frontlinesms.com](mailto:info@frontlinesms.com). Applicants will be reviewed on a rolling basis, and reviews will begin early in the application period.**