



Healthy communities need local news.

Job Description

Founding Director, Press Forward Washington Chapter

Position Overview

[Press Forward Washington](#) is a collaborative initiative led by community foundations across the state to strengthen local journalism as a cornerstone of civic life. In response to the decline of trusted local news sources, this initiative aims to revitalize independent media, support diverse community voices, and ensure residents have access to the information they need to participate fully in democracy. By investing in local journalism, Press Forward Washington is helping build more informed, equitable, and resilient communities. We are looking for an inaugural Director to lead this important work.

Key Responsibilities

Chapter Operations – 25%

- Partner with the Chapter's Council to develop and then execute a strategic plan for the Chapter, aligned with Press Forward's national goals and the unique needs of the state's local media ecosystem.
- Manage day-to-day operations for the chapter.
- Ensure strong fiscal and administrative management of PFWA, working in partnership with the Council and Fiscal Sponsor's Controller to monitor the chapter's expenses, identify gaps, and make budget recommendations.
- Represent the PFWA at local and national events, conferences, and in media appearances.
- Report on chapter progress, impact, and challenges to national Press Forward leadership and key stakeholders.

Development and Fundraising – 75%

- Provide strategic leadership for all fundraising initiatives to ensure PFWA's financial sustainability.
- Develop and execute a comprehensive fundraising plan; overseeing grant research, writing, and reporting; cultivating and stewarding relationships with individual donors, foundations, and corporate partners; and planning and executing fundraising events.
- Collaborate closely with PFWA's Council, local partners, and Press Forward's national leadership to identify funding opportunities, diversify revenue streams, and build a strong culture of philanthropy.
- Monitor fundraising performance, set measurable goals, and ensure compliance with all relevant regulations and ethical standards.

Requirements & Qualifications

- 6-10 years of proven leadership and fundraising experience.
- Excellent communication, networking, and relationship-building skills.
- Strategic thinker with the ability to turn vision into action.
- Demonstrated commitment to and experience addressing issues associated with equity, and a commitment to centering equity in operations and external programs and relationships.
- Ability to work independently and collaboratively in a startup environment.
- Software tools expertise (MS Office Suite proficiency – Word, Excel, PowerPoint, and Outlook are essential); familiarity with database management preferred, and general understanding of cloud-based collaborative project management a plus.
- Possess valid driver's license (as regional travel is a function of the job).
- Familiarity with the challenges and opportunities facing the local field nationally and in Washington State, and a passion for helping strengthen the local news ecosystem in Washington State.

Compensation

The annual salary for this position is in the range of \$120,000 - \$145,000 with:

- Fully paid Medical, Dental, and Vision insurance
- 401(k) retirement benefit, featuring a 10% employer contribution regardless of employee contribution after six months of employment and full vesting after one year of full-time employment
- 20 days of Paid Vacation Time

- Paid Sick Time
- 11 Paid Holidays

Location

This position will be a remote-first workplace with space reserved at the Whatcom Community Foundation in Bellingham, Washington, which provides administrative support as Press Forward WA's Fiscal Sponsor. The Director is expected to reside in Washington State and to attend meetings and events throughout the state as appropriate.

Travel

The PFWA Director will serve the entire state of Washington. Travel will be expected by the Director and future staff to serve all regions of the state. The amount of travel will be determined based on goals, programming, and budget.

Equal Opportunity Employer

The Whatcom Community Foundation is committed to the principles of equal employment opportunity and compliance with all federal, state, and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, the Community Foundation ensures equal opportunity to all employees and applicants regardless of race, sex, color, age, sexual orientation, national or ethnic origin, religion, marital or parental status, gender identity or gender expression, disability, military service, genetic (e.g. health) information, or obesity.

How to Apply

Interested candidates should submit a resume, cover letter detailing their experience and vision for Press Forward Washington [here](#).

Questions about the application process can be directed to sara@whatcomcf.org

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