



200 Marcy Street, Suite 102 | Portsmouth, NH 03801 | (800) 803-7010 | www.jamesfoleyfoundation.org

Position Title: Journalist Safety Program Manager [Contract Role]

About the James W. Foley Legacy Foundation: The James W. Foley Legacy Foundation (Foley Foundation or JWFLF) advocates for Americans held hostage or wrongfully detained abroad and advances journalist safety. Founded in memory of conflict journalist James Foley, JWFLF develops and promotes safety education with journalism, press freedom, and NGO partners.

Program Overview: With support from the John S. and James L. Knight Foundation, JWFLF is developing Reporting with Resilience, a self-guided online safety education toolkit for student journalists, freelancers, and journalists in under-resourced newsrooms. The toolkit addresses physical, mental and emotional, digital, and professional risks.

The core toolkit content and webpage templates will be completed before this role begins. During the remaining grant period, the Program Manager will lead piloting, evidence-based refinement, preparation for a January 2027 launch, and early promotion and adoption. Success will be measured not only by a successful launch, but by its adoption among target audiences and journalism institutions, as well as strong satisfaction among the Foundation's partners, contributors, and stakeholders.

Job Description: JWFLF seeks a full-time Journalist Safety Program Manager to serve as a contractor through the end of the grant period (July 2027). The role requires a journalism professional—ideally a former working journalist—with strong program management skills. Subject to organizational needs, funding, and performance, the contract may offer the possibility of conversion to a full-time Foley Foundation employee position with benefits. Compensation will be commensurate with experience, location, and contract scope. The Foundation operates in a hybrid environment, and most work may be completed remotely, with approved travel as needed.

Key Responsibilities

- Lead the Reporting with Resilience pilot, refinement, launch preparation, and early audience-adoption strategy, ensuring delivery against grant milestones, scope, quality, and timelines.
- Design and manage an effective pilot-engagement process, including outreach, survey administration, participation tracking, and follow-up with users, clinicians, journalists, educators, and other partners.
- Analyze qualitative and quantitative feedback, represent the needs of target users through credible evidence, and recommend priorities that distinguish essential improvements from enhancements, future opportunities, and out-of-scope requests.
- Effectively navigate input from Foundation leadership and governance stakeholders—including the Executive Director, President, other JWFLF stakeholders with relevant expertise—while clearly communicating user evidence, tradeoffs, and recommendations to support sound decisions.

- Direct implementation of approved improvements with the contract web developer, content partners, clinicians, and journalist contributors, including refinement of existing content and integration of endorsements, testimonials, and video assets.
- Maintain clear project systems, documentation, communications, and reporting; identify risks and decisions promptly and provide concise updates to Foundation leadership.
- Support launch communications and audience development, including social media and digital promotion consistent with Foundation strategy and branding.
- Collaborate closely with the Foundation's current program director and other colleagues to preserve institutional knowledge, coordinate daily execution, supervise assigned project support, and strengthen the long-term continuity of the journalist safety education program.

Qualifications

- Bachelor's degree or equivalent professional experience in journalism, communications, education, program management, or a related field.
- Significant journalism experience, preferably as a working journalist, combined with demonstrated success managing complex, time-bound programs or projects.
- Strong analytical judgment and the ability to synthesize user research and stakeholder input, evaluate tradeoffs, and make clear, evidence-based recommendations.
- Excellent organization, attention to detail, writing, editing, and interpersonal communication skills.
- Demonstrated ability to lead through influence, manage contractors and contributors, collaborate effectively with senior leaders and peers, supervise others, and work independently in a responsive remote environment.
- Proficiency with Microsoft 365 or the ability to quickly learn digital collaboration and project-management systems.

Preferred Skills and Background

- Relevant graduate or postgraduate degree in journalism, communications, education, nonprofit management, public policy, or a related field.
- Direct experience with journalist safety, journalism education, digital learning, user testing, or website-development workflows.
- Experience developing and implementing social media, digital marketing, or audience-growth strategies across major platforms.
- Established professional network among journalists and across journalism education, newsroom, press freedom, and journalist safety communities.
- Experience managing staff or teams, developing cross-functional partnerships, and contributing to program strategy, sustainability, and growth.

Compensation: \$60,000–\$80,000 annualized, without benefits. Specific offer will be made commensurate with qualifications, experience, and location.

Application Requirements

To apply, send the following to resume@jamesfoleyfoundation.org:

- Cover letter describing how your skills and experiences align to the requirements of this position
- Resume/CV
- 2-3 references