

Vermont Public Radio

Job Title: Investigative Reporter/Editor

Department: Investigative

Functional Area: Investigative

Reports To: News Director

FLSA Status: Exempt

SUMMARY

Develops investigative reporting ideas and leads a team that researches, reports and produces stand-out investigative projects for broadcast and digital platforms that serve a watchdog mission on behalf of the public and in service to a strong democracy.

ESSENTIAL ROLES

1. Develops investigative reporting desk.
2. Leads investigative reporting projects.
3. Reports and edits investigative stories and projects, short and long-form for broadcast and digital platforms.
4. Builds partnerships with other reporters and news organizations.
5. Makes public records requests, analyzes data and source documents.
6. Develops and maintains sources.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Essential Duties and Responsibilities	Fully Competent	Excellence in this Position
Advances VPR's strategic planning vision and initiatives.	Finds ways to help execute strategies of strategic planning.	VPR's success is realized in accordance with its vision.
Leads investigative reporting projects.	Develops teams that work together and regularly produce reporting projects valuable to listeners and users.	The public recognizes VPR as a valued source of watchdog journalism in the public and private sectors.
Produces reports for broadcast and digital	Understands a multi-platform approach and employs the	Listeners and users have a high awareness of VPR projects on the platforms that

platforms.	best platform to tell the story.	they use.
Upholds journalistic standards at all times.	Stories are accurate, fair, balanced and adhere to best practices, the NPR code of ethics and the Public Media Code of Integrity.	Listeners perceive VPR as a model of journalistic integrity and as a result place a high degree of trust in our work.
Actively uses social media	Maintains social media accounts, promotes investigative reporting, connects with communities.	VPR is relied upon by users of social media as a trusted source of investigative journalism.
Seeks out and maintains partnerships.	Leverages partnerships within VPR and with other news organizations to bring more extensive reporting to users.	Audience perceives VPR as a strong organization that realizes the value of teaming up with others for the public good.
Participates on on-air two ways with hosts.	Discusses key components of the issue in a conversational manner.	Listeners get additional insights regarding the reporting project and a higher value of the subject matter.
Uses appropriate technology for multi-platform reporting.	Operates recording equipment, uses social media, uses data bases, takes photos and video.	Projects are enhanced by audio or digital technology.
Reports breaking news stories on deadline.	When called upon, reports daily news stories in broadcast or digital formats.	VPR News is supported by the investigative unit.
Makes public records	Successfully seeks and	Democracy is

requests.	gains access to documents through FOIA.	strengthened through transparency of media watchdog journalism.
Produces news and feature stories for broadcast.	Generates story ideas. Is familiar with equipment necessary to record and edit a story. Understands how to write copy according to NPR standards.	Listeners hear stories that are provocative and that have not been heard elsewhere.
Participates in on-air fundraising.	Understands the language and goals of membership drives. Works with the Drive producer to refine pitching skills, and presentation style and content. Can personally express the benefits of Vermont Public Radio as an essential community resource..	Successful fundraising speaks for itself. The listener agrees with you on why it's important to pledge to VPR , and does so
Represents VPR professionally outside of the internal hosting duties.	Interacts with listeners professionally and with integrity. Maintain objectivity as a representative of VPR News.	Listeners trust that their needs are being addressed professionally, whether it's the news they are receiving, or their questions or concerns as VPR members and/or listeners. Carry and enhance VPR's reputation in public.
Embraces organizational development tools and skills used at VPR.	Participates in organizational development training and uses the skills effectively within the department and across departments.	VPR is an effective and efficient organization where staff members work together to accomplish the station's vision.

EXCELLENCE IN THIS ORGANIZATION includes the following:

1. A high level of commitment and dedication to the mission of VPR and public radio. Personally volunteers support for public radio – either financially or in other ways.

1. A high level of energy. An obvious enthusiasm for the work of VPR. Outgoing, friendly with co-workers, and demonstrates an appropriate sense of humor.
1. Acting consistently with the highest standards of journalism, business ethics and personal integrity. Preserving confidentiality appropriately. Stewarding resources with prudence and accountability.
1. Serving as an excellent ambassador for VPR, both formally and informally. Helping listeners, potential listeners, and donors connect with VPR.
1. Facilitating excellent communications across departments, among employees, with the Board, with the public, with relevant national organizations, and with suppliers.
1. Demonstrating a commitment to the continuous improvement of VPR's ability to fulfill its mission and vision. Demonstrating and encouraging creativity and enthusiasm for this work.
1. Effectively working to strengthen the public radio community nationally. Being recognized by peers for knowledge of the craft, demonstrated expertise and success, and commitment to the cause. Holding leadership positions in national organizations involved with public radio. Bringing increased opportunities to VPR as a byproduct of these efforts.
1. Developing a broad understanding of all of VPR's departments sufficient to collaborate effectively with peers, ensure excellent communication and teamwork among departments, contribute significantly to VPR's general management, and help other managers do their jobs more effectively.

SUPERVISORY RESPONSIBILITIES

Investigative teams.

POSITION REQUIREMENTS: Bachelor's degree in related field; 5 years related news experience.

Essential Skills: Strong organizational, communications (written and verbal), and interpersonal skills required. Demonstrated ability to work collaboratively. Ability to work under deadlines and pressure. Punctuality essential. May be required to work evening and holiday shifts.

Physical Demands: While performing the duties of this job, the employee is regularly to talk, hear, walk, sit for extended periods, travel, and occasionally stand, use hands to feel and hold, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The work environment is usually an office and is usually quiet. (The physical demands

described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Please note: This is not an all-encompassing statement of this position's responsibilities. While it attempts to be comprehensive, new responsibilities may be assigned to this position at any time.