

SEEKING CIRCULATION MANAGER

Who We Are:

TMC Publications CO. is a media company that works to highlight issues, solve real, meaningful problems, and repair existing social systems. We work with our readers and advertisers to create a more just and responsible society that hears, helps, and heals the customers and communities we serve. We are preparing to expand and are looking for a talented and motivated individual for a full-time Circulation Manager to help manage current distribution and build this new community growth.

TMC Publications is the parent company of the Longfellow Nokomis Messenger, a 38-year-old monthly newspaper with a circulation of 21,000 in the Longfellow and Nokomis areas of Minneapolis, and the Midway Como Frogtown Monitor, a 45-year-old monthly newspaper with a circulation of 25,000 in St. Paul's Midway, Como, Merriam Park, and Frogtown neighborhoods.

Your Role:

As the Circulation Manager you will oversee all aspects of delivery and manage a team of independent contractors. You will oversee carrier and bulk distribution routes, schedules, and deliveries, carrier recruitment and on-boarding and training, customer service and delivery satisfaction standards and metrics.

The ideal candidate has:

- A strong belief in the value of local newspapers to build and foster community awareness of issues that affect daily lives.
- Management experience and strong interpersonal skills.
- Ability to listen and provide positive performance support and solutions for carrier team to meet delivery deadlines.
- Creativity, and is a self-starter with attention to details for clear teamwork direction and results.
- Flexibility and ability to take ownership and initiative to manage challenges and opportunities that will enhance team support and growth.
- Engage with customers to address and resolve delivery and service issues.
- Deliver open routes as needed.
- Familiarity with Minneapolis and St. Paul communities.
- Valid driver's license and reliable insured transportation.

Six-Month Expectations

- Demonstrate effective delivery route management and training, customer support, and service issue resolutions.
- Demonstrate team building skills that molds a strong carrier team with active and engaged team participation and performance.
- Display effective communication, interpersonal, and organizational skills.
- Prepare daily/weekly/monthly management delivery status reports.

Twelve-Month Expectations

- Extend knowledge and expertise to TMC Publications' team.

- Develop and implement delivery standards and strategies for carrier team's evaluation and recognition programs.
- Set vision and strategy to evaluate TMC Publications' circulation strengths and shortcomings with the community to ensure our mission and goals are being met.

Skills and Experience:

- Delivery service
- Team recruitment
- Analytical and problem-solving abilities
- Ability to lift 35 pounds
- Computer knowledge and Microsoft Office Suite software

Benefits and Perks:

- Work from home
- Five days of vacation for year one, plus one week when office is closed in August. Increases to ten days in year three.
- Six major holidays (New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas).
- TMC Publications will support and encourage personal development of experience and expertise in this position.

Compensation:

- \$54,600

Please send cover letter and resume to: Tesha@longfellownokomismessenger.com.

Entry-level applicants welcome.