

**The United Methodist Church
of Greater New Jersey**

Position Description

Title: Editorial Manager
Supervisor – Director of Communications and Development

We equip spiritual leaders to make disciples and grow vital congregations to transform the world

Position Summary and Objective

The Editorial Manager is responsible for all content and publication of written communication for the United Methodist Church of Greater New Jersey. This position helps elevate the communication of GNJUMC by bringing relevant, recent and dynamic content to all publications to recruit and equip transformational spiritual leaders to make disciples and grow vital congregations to transform the world.

As a result of this position, the following will occur

- Information originating from staff is aligned with the strategic plan, vision and mission of the GNJUMC.
- The vision and strategic ministry plan for the conference is told through stories of fruitfulness and growth.
- More churches are inspired to share GNJ materials with their congregations.
- Transformational spiritual leaders are inspired.
- Congregations are using the messages and stories to help become more vital and growing in worship attendance, making new disciples, connecting with community residents and engaging in community mission

Key Accountabilities

1. Do the right thing to recruit and equip transformational spiritual leaders
2. Manage and create editorial content for all channels to be consistent, clear and supportive of the strategic goals of GNJ
3. Create and maintain an editorial calendar so that churches and staff get timely communication for conference and denomination materials.
4. Draft and distribute all press releases for Greater New Jersey and A Future With Hope for internal and external audiences to learn how Greater New Jersey is making disciples, vital congregations and transforming the world.
5. Oversee monthly newspaper, editorial content, production, advertising, distribution and budget so that strategic goals are reflected, production values are excellent and budget ensures Greater New Jersey is a good steward of resources.
6. Communicate with more people through digital newsletter by producing relevant content and engaging links that reflect the news of Greater New Jersey.
7. Review and edit all material produced by Greater New Jersey staff to ensure it meets a standard of excellence in communication and messages the strategic plan appropriately.
8. Use readership surveys and analysis to evaluate, drive and adapt content to make recommendations and develop content and appropriate delivery vehicles.
9. Reach and inform more people by exploring emerging technologies/applications and make recommendations for growth to keep GNJ communications modern and cutting edge.
10. Ensure quality work that is achieving the GNJ mission and goals by working collaboratively with communication and other staff colleagues.

Qualities

- Christ-centered and Christ-like
- Creative
- Forward-leaning
- Goal-oriented
- Ability to work both independently and collaboratively.
- Deadline driven
- Self-motivating
- Open to listening and learning from the faith experiences of others with different theological views;
- Accepting and inclusive of people of other races and cultures
- Joyful in spirit
- Cooperative, collaborative, committed to the vision, mission, beliefs and values of GNJ
- A person of moral integrity and strong work ethic
- Committed to excellence

Skills

- Excellent verbal and written communication skills
- Ability to incorporate feedback into work to improve upon quality of content
- Excellent Microsoft Office skills
- Comfortable with email marketing
- Familiarity with print technology
- Strong organizational skills
- Attention to detail
- Flexible in adjusting to priorities

Organizational Ability

- Planning with the end result
- Effective and efficient in performing administrative tasks
- Timely in completing tasks
- An effective communicator -- both written and oral
- Proactive and follow through

Education

Bachelor's Degree

Experience

- Body of work that includes electronic and print publication
- Evidence of collaboration with clients or within an office environment

Travel

The position requires occasional evening and weekend responsibilities within the Greater New Jersey region.