



The mission of the In Trust Center for Theological Schools is to strengthen theological schools by connecting their leaders to essential resources for mission vitality.

The In Trust Center is a membership organization with a long history of service to seminaries, theological colleges, and other similar institutions that prepare students for Christian service and scholarship. The work of our employees affects religious communities throughout North America: We believe that for religious life to flourish, strong parishes and congregations are essential. These congregations need strong leaders who are shaped and formed within thriving seminaries.

Three strategic values permeate all our work within the office staff as well as with our member schools: Excellence, Service, and Trust

Position: Managing Editor

Classification

The Managing Editor is a non-exempt position reporting to the VP for Communication.

Job Description

The Managing Editor is responsible for the content, quality, and timely delivery of several In Trust Center publications including *In Trust* magazine (quarterly), the In Trust Center e-newsletter (monthly), and the In Trust Center blog (4-6x/month).

Primary Responsibilities

Collaborate with the VP for Communication on planning content for magazine, e-newsletter, and blog, including generating ideas, assigning articles, managing editorial schedule, and seeing each issue through to completion.

- Create and manage project management software for each issue. Schedule and conduct meetings with VP for Communication and other appropriate staff and freelancers to ensure that each publication moves forward to meet deadline.
 - Oversee art for each magazine article, each blog post, and each e-newsletter article. Gather photos, working with contributors as needed. Manage stock image database.
 - Manage relationships with freelance writers, copyeditors, graphic designer, and printing vendor, including providing full circulation list and managing the production and mailing stages and post office requirements.
 - Manage relationships with advertisers.
 - Procure copies of books for review as needed.
 - Manage and fulfill process for sending thank you letters and complimentary copies to contributors. Respond to requests for extra copies.
 - Oversee the process for online content
 - Manage copyright and author agreements.
 - Prepare publication reports and other reports for the president or the In Trust Center board as requested.
 - Achieving the mission of the In Trust Center includes collaboration with all functional areas both administratively and professionally.
- Oversee internal style and usage guide (based on AP Style), including Microsoft Office templates with custom colors, updating as needed.
 - Collaborate with the VP for Communication on planning and scheduling writer development opportunities.
 - Grow in knowledge about governance, leadership, and other current concerns or challenges in the field of theological education and in higher education more broadly.
 - Support and implement the organization's strategic plan initiatives and objectives.
 - Collaborate with staff to engage in organizational projects and work to fulfill institutional mission.

Skills

- Exceptional organizational, project management, and administrative skills.
- Outstanding proficiency in writing, proofreading, and editing, demonstrable through writing samples and editing assignments that will be administered during the interview process.
- Excellence in assigning and managing deadlines for multiple projects.
- Ability to work well both as team member and independently.

- Exceptional attention to detail.
- Proficient in Microsoft Office Suite, Adobe Creative Suite, website content management software, HTML, association management software, and project management software.

Value Traits

- Committed to the mission of the In Trust Center for Theological Schools.
- Committed to the In Trust Center's values of excellence, service, and trust.
- Profoundly respectful of the diverse religious traditions of our members and readers.
- Self-motivated.

Requirements

- Bachelor's degree with knowledge of, and interest in, theology, religion and/or higher education.
- Experience in engaging diverse racial and ethnic communities.
- Minimum three years post-college experience in publishing, journalism, or communications.