

# Position Description

Senior Editor

## Summary

**The Senior Editor is responsible for overseeing and safeguarding the voice of the Colson Center across all written materials, including both product content and marketing communications.** He/she supervises editing for BreakPoint commentaries, What Would You Say? video scripts, marketing, and fundraising content, and more, ensuring not only the highest writing quality but strong accuracy and depth of messaging and awareness of our audience.

- Title: Senior Editor
- Location: Colorado Springs, Colorado
- Reports to: Vice President of Programs

## Description of Duties

| Priority | Duties   | Est Hrs/Wk |
|----------|--|------------|
| 1        | <b>Oversee and manage content creation process;</b> work with product managers and stakeholders to ensure writers are assigned to the right projects, workflow is spread out effectively, deadlines are met, and Colson Center standards of literary quality and brand consistency are maintained across the organization. Supervise copy/line editors and as needed, recruit and train new ones. Overall, set up written content for success. | 25         |
| 2        | <b>Serve as final in-process content and copy editor;</b> ensure only excellent copy is sent to executives/content directors for final approval.   | 10         |
| 3        | <b>Develop and safeguard the Colson Center's voice.</b> As part of the Colson Center's larger ongoing brand identity project, the senior editor is responsible for developing vision, literary style guide, and (at his/her discretion) core copy in partnership with the Vice President of Programs and the Creative Director, and giving guidance to product managers, writers, and editors to help them be good stewards of that voice.     | 5          |

## Expectations & KPIs

- Content Creation process: written content deliverables are sent to stakeholders on time, with consistently high quality. *Metrics: on-time delivery rates, rejection rates and rounds of edits kept to a bare minimum.*
- Editing: edits are timely and high-level. *Metrics: same as above.*
- Voice: with the assistance of the Programs and Creative Services leadership, help bring the Colson Center to a place where theological, literary, and messaging quality is documented and executed consistently across the organization; making sure the voice, and the overall tone,

reflect the Colson Center as an organization. *Metrics: same as above, plus regular updates to and training on style guide.*

## Additional Details

*Guidelines for All Employees*

The Holy Bible, Employee Handbook, [Statement of Faith](#)

*Minimum Qualifications*

**Ideal candidate:** The ideal candidate loves communicating well with the written word and knows how to harness the gifts of other writers and editors, not simply to say things that are clever, but to say things that endure; that stay with the reader. He or she has a gift for learning a language that resonates with an audience, and then leveraging that language to deepen the audience's love of truth and engagement with the world—because fundamentally, he/she understands that the goal is the people, not the words. He or she can also balance a strong sense of linguistic precision with a thick skin and the ability to maintain forward-aiming, collegial relationships. He/she is passionate about theology and helping form Christians in their faith.

- **Education:** B.A. in English, Communications, or Journalism preferred.
- **Work Experience:** 5+ years relevant editing experience.
- **Knowledge areas/Competencies:** Outstanding writing and editing abilities; gifted at optimizing written content. High level command of grammar, spelling, and style guidelines. Excellent communicator, ability to manage complex operations with multiple stakeholders. Strong knowledge of relevant theology a significant plus. Working knowledge of SEO and PR/marketing a plus.
- **Computer/Tech Skills:** Comfort using productivity management programs (we use Asana to manage production process, Dropbox for storage and file sharing, and Slack for communications, along with Microsoft Office products and their Dropbox integrations for edits and versioning).
- **Physical/Other Requirements:** talking, hearing, seeing, typing.
- **Travel:** infrequent.

**Position Classification:** Exempt

**Salary range:** \$80,000-\$85,000