

Editorial Manager

Location: Chicago, IL

Department: Marketing Communications (Marcom)

Reports to: Director of Marketing Communications

Supervisory Responsibility: Supervisory Role

Full-time or Part-time: Full-time

HR Use Only:

FLSA Status: ['Exempt' or 'Non-exempt']

NAICS Code:

Objective

Oversee editorial team and development of marketing communications content for Moody's ministries as part of overall marketing efforts to promote Moody, as well as build or maintain a team culture aligned with overall Marketing and Strategic Communications (MSC) department culture and expectations.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

1. Provide content strategy, direction, and oversight for writers, editors, and proofreaders. Ensure that all content is excellent in creativity and grammar, compelling to target audiences, and supports brand and marketing objectives.
2. Write and/or edit content for a variety of media such as annual reports, web content, ads, newsletters, magazines, brochures, and emails.
3. Ensure all content aligns with Moody's doctrinal statement and positional statements.
4. As needed, meet with ministry partners and other MSC team members at the inception of new projects to understand objectives, recognize content needs, and recommend content strategies.
5. Collaborate closely with the Art Director to edit or change copy so that it works best with the look, feel, and format of the piece, and that the layout is readable and appropriate for the audience.
6. Foster editorial collaboration with other content creators in Marketing and Strategic Communications.
7. Consult with the Program Management Team as they determine deadlines and administrate project approvals, noting questions or concerns from the editorial team. Lead editorial team in successfully meeting deadlines.

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

8. Foster editorial growth by coaching, providing feedback, and encouraging a constructive and fulfilling environment.
9. Lead the editorial team in staying current on marketing and editorial trends for traditional and digital media.
10. Perform other duties as assigned.

Minimum Requirements

- Bachelor's Degree in journalism, communications, English or related field
- Seven to ten years experience with three to five years supervising team members
- Exceptional ability and experience as a writer with knowledge of best practices in marketing communications
- Experience directing the editorial process and applying effective content and marketing strategies
- Proven ability to effectively lead and inspire a team
- Demonstrated competence in coordinating multiple projects while cultivating quality in a fast-paced environment
- Strong verbal communication skills to effectively present ideas and collaborate

Preferred Requirements

- Master's degree in journalism, communications, English or related field
- Experience in writing or directing direct mail communications.

Work Environment/Conditions

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

Hours: Monday – Friday, 38.75 hours per week
Limited travel is expected for this position.

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