

Billy Graham Evangelistic Association

Job Description

JOB TITLE:	Managing Editor
DEPARTMENT:	Communications - Decision
JOB STATUS:	Full-time, exempt
SUPERVISOR:	Editor
DATE:	July 2019
APPROVED BY:	Editor Vice President, Communications Vice President, Human Resources

Opportunity Summary

The Communications Department at BGEA consists of the following areas: project management, ecommerce, advertising, public relations/social media/promotion, creative services (graphic design, copy writing and production), and Decision Magazine, our official monthly publication. The department tells the story of what God is doing through the BGEA by creating print and digital materials that support the organization's mission of proclaiming the Gospel, negotiating paid and leveraging unpaid promotional placements, and engaging new and existing supporters with targeted content using a combination of indirect and direct communications channels.

This position provides leadership to Assistant Editors, Copy Editor and Deputy Assistant Editor, markets and promotes print and digital versions of Decision Magazine, and plans and facilitates editorial content of Decision.

Ministry Requirements

- Maintains a personal, active relationship with Jesus Christ and is a consistent witness for Jesus Christ
- Faithfully upholds BGEA in prayer
- Participates in daily BGEA staff devotions
- Demonstrates behavior aligned with BGEA's Mission Statement, Statement of Faith, Hallmarks, policies, and expectations
- Effectively represents Jesus Christ to those within both personal and professional spheres of influence

Essential Duties and Responsibilities

- Supervises Assistant Editors, Copy Editor and Deputy Assistant Editor, editing their work and directing their assignments, promoting and sharpening their skills to promote their professional development
- Writes and edits assigned articles and covers Billy Graham Evangelistic Association (BGEA) events, ensuring that related deadlines are met

- Works with Editor to develop effective promotional and renewal programs to gain and retain subscribers
- Assists Editor in developing annual budget
- Assists in planning editorial content of magazine to help ensure strong issues that accomplish goals of publication
- Selects and commissions authors, working with them to develop articles for Decision
- Assists in making corrections to layouts in preparation for mock-up and transmission of files to printing plant

Marginal Duties and Responsibilities

- Performs other duties as assigned by Editor, Decision Magazine

Reporting Relationships

- Reports to Editor, Decision Magazine
- Supervises Assistant Editors, Copy Editor and Deputy Assistant Editor

Job Specifications

Skills and Knowledge

- Bachelor-level degree or higher in related discipline(s)
- Substantial magazine editorial and writing experience to include digital formats
- Experience in marketing and promotions of publications to promote maintenance of existing subscribership and to increase subscribership
- Understanding of the biblical and ethical positions of BGEA
- Understanding and implementing workflow systems and schedules within scope of authority
- Business and management skills on leadership level
- Passion for serving Jesus Christ through BGEA
- Christian testimony displayed in behavior within and without workplace
- Ability to maintain confidentiality
- Ability to work independently
- Ability to lead, assist, and to work closely with and develop others
- Ability to convey positive, professional image
- Flexibility when job parameters, deadlines, or directions change

Physical/Mental Demands

- Ability to work productively under deadline pressure
- Ability to concurrently manage multiple assignments and issues
- Ability to work productively despite interruptions

Working Conditions

- Domestic and international travel is occasionally required