



JOB DESCRIPTION

Job Title Editor, *Mission Frontiers*

Reports to: Publishing Catalyst

Status: Exempt; Support-Raised Role

Contact: sue.patt@frontierventures.org

Date Created/Revised: Mar 21, 2024

Position Summary:

The Editor of *Mission Frontiers* magazine is responsible for leading the vision, strategy, and execution of the *Mission Frontiers* magazine. The Editor leads a team of employees and contractors to produce high-quality, timely, publications of the magazine, setting long-term vision that contributes strategic missiological content to a global audience. The Editor will maintain a strong working knowledge of emerging trends in the publication industry and missiology/theology and manage budgets, operational systems, and processes to support the strategic aims of Frontier Ventures.

Essential Roles and Responsibilities:

- Develop, evaluate, and execute short and long-term vision for *Mission Frontiers* that maintains alignment with the overall mission and vision of Frontier Ventures.
- Develops and continually analyzes the business model of the magazine, adjusting as needed to produce effective and efficient stewardship of resources.
- Continually monitors and adjusts production systems and processes to ensure efficiency and up-to-date standards across all aspects of the publication.
- Maintain editorial processes and systems that ensure efficient and effective operations.
- Develop and manage financial operations within departmental budgets and provide timely reporting and financial analysis.
- Build a strong team by maintaining a healthy culture and providing regular encouragement, development, resourcing, and feedback to all team members.
- Set agenda and run a weekly team meeting.
- Develop the theme, editorial article, content and outline for each issue of *MF* in a timely manner to meet the various deadlines.
- Resolve issues and solve problems within the business or editorial spheres of the magazine.
- Conducts regular surveys to collect reader input and acts when needed.
- Hire and train any new staff.
- Manage team workflows, schedules, and performance.
- Work with authors and content providers in developing articles for each issue.
- Lead the editorial process and provide editing for each article as it comes in, working with and supervising the Production and Advertising Coordinator and the Graphic Designer
- Review and correct each proof from the Graphic Designer until the issue is ready to be uploaded to the printer.
- Work with the Marketing Manager to support campaigns that will increase readership.
- Approve the final proofs from the printer.
- Work with and coordinate with FV supervision and leadership.
- Completes compliance training as scheduled by Human Resources.



JOB DESCRIPTION

- Attend weekly organization wide staff meeting and any team related meetings as determined necessary by supervisor.
- Perform related and other duties as assigned.
- Attend in-person hub events and staff retreats.
- Agreement with membership in FV as outlined in FV's Core Identity Document.
- Participates in fund development in accord with agreed upon goals and objectives.
- Adhere to the Policies and Procedures of the Organization

Knowledge, Skills and Abilities:

- Strong verbal and written communication skills
- Proficiency on computers, Adobe Acrobat, Microsoft Word and MS Office suite
- Knowledge of Adobe InCopy
- Strong working knowledge of emerging trends in the publication industry and missiology/theology.
- Ability to prioritize tasks and manage deadlines.
- Ethical conduct
- Ability to supervise other employees.
- Dependable, with the ability to be flexible, and a team builder.
- This position requires visual acuity for extensive reading and analyzing graphics.
- Open to wide ranging, Jesus-following spiritual heritages and expressions of spirituality.
- Open to challenging traditional and comfortable spiritual heritages and expressions.

Qualifications:

- 5+ years of editorial experience
- Previous leadership experience
- Strong history of writing and/or editing missiological content
- Highly proficient in Chicago Manual of Style 17+
- Has connections in the mission world from which to recruit content creators.
- Bachelor's degree from a four-year college or university, preferably in English, journalism, communications, or a related field.
- Received official acceptance as a member of the FMF religious order.
- Must be able to participate in fundraising for organizational development.
- Strong motivation to move the organizational mission forward.
- Strong alignment with the stated values of the organization.
- Available for organizational development and event travel as needed, such as for staff retreats and hub events.

Minimum Physical Requirements:

- This job's duties often require the worker to sit for extended periods of time.
- The duties of this job occasionally require the worker to travel by car, plane, etc. with or without accommodation.
- Must be able to lift 30 lbs. of materials.
- Must have the ability to type written communication, speak and hear with clarity to facilitate good communication in virtual meetings.



JOB DESCRIPTION

By signing below, I acknowledge that I have read and received a copy of this job description. I further acknowledge that my job duties can change from time to time based upon organization needs.

Print Name

Signature

Date