

Managing Editor

The Managing Editor assists the Editorial Director in all matters necessary to the production of YES! journalism. The ME brings energy, creativity, and collaborative leadership to the newsroom as well as the organization. For the editorial team, the ME displays problem-solving and good judgment, setting strategies and priorities for our everyday journalism as well as special projects and the quarterly print magazine. The ME facilitates meetings and ensures staff needs are met, supervises website production and quality control. Good communication skills are a must—smart, respectful, and clear in person and in writing. The ME is often the point of contact for people outside of YES!, including thought media attorneys, media partners, leaders, authors, sources, activists, and funders. The ME is focused on systems analysis: encouraging a smooth-running team and using all available tools to grow our reach and impact. The position offers the opportunity to be involved in all aspects of YES! journalism.

Team:

- Editorial Team

Supervisor:

- Editorial Director

Managing Editor Key Responsibilities:

- Supervise the scheduling, production, and promotion of online content.
- Direct reports include: web production and social media coordinator, copy editor, contract associate editors.
- Run daily check-ins and a monthly all-hands editorial meeting.
- Work with Editorial Director and Audience Relations Coordinator to implement strategies to optimize print content on the website for maximum outreach and impact.
- Work with editors to implement strategies to improve reaction to current events and increase relevance of our articles.
- Execute the 2018 Outreach Plan:
 - Identify stories that qualify for extra and targeted outreach.
 - Develop and implement systems for streamlined outreach for online content using email, social media, other technology as available.
 - Use Meltwater and Salesforce tools to analyze performance and maximize outreach for individual stories.
- Manage the submissions system, passing along leads and answering correspondence.
- Manage permissions and licensing for reposts and reprints.
- Track and analyze article performance by a variety of measures to help inform marketing strategy, outreach strategy, and beat and editor productivity.
- Manage editorial team systems (publication schedules, personnel scheduling, daily tasks) and events (meetings and retreats) to support our team's remote work, overall efficiency, and a positive work culture.
- Manage hiring of new staff: job ads, vetting applicants, correspondence.

- Facilitate staff professional development: travel, conferences, memberships, awards.

Outside Editorial responsibilities:

- Help guide the organization through participation on Coordination Team.
- Liaison with Audience Relations Team to organize marketing of high-investment editorial projects (magazine issue promotion, YES! on Air, special reports, etc.), and coordinate audience engagement efforts.
- Occasionally represent the organization in public settings, including speaking engagements, panel events, interviews, and fundraising events.
- Use tracking data to ensure grant compliance and to help Development Team with grant reports.

Tasks and Time

35% Oversee production systems

25% Execute targeted outreach for articles

20% Tracking and analysis

10% Editorial administration (submissions, reprints, team organization, direct supervising)

10% Cross-team collaboration

Requirements

Core Competencies:

- High productivity, organization
- Responsibility, mature judgment
- Creative problem solving, juggling
- Communication, team-building

Skills and/or knowledge

Required:

- Understanding of the solutions journalism space, including current political/economic/social/ecological dynamics, ideas of transformative change, and the roles of individuals, communities, institutions, movements, and cultural shifts in social change.
- Minimum three years' work experience at a digital media outlet managing publishing production processes that include conceiving, assigning, developing, line editing, fact checking, copy editing, headline writing, publishing, and article social media promotion.
- Facility with racial justice and equity issues both in the journalism industry and wider national conversations and the ability to sustain diversity-building initiatives in a majority minority newsroom.
- Strong communications skills, verbal and written.
- Experience with publishing digital strategies, technologies, and trends to optimize content and grow reach, impact, and engagement.
- Facility with Google Analytics and other tools to track and analyze data.
- Experience with social media platforms as a publication outreach and engagement tool.

Preferred:

- Experience managing reporters and editors at a journalism outlet.
- Experience at a publisher that produces both a print magazine and digital content.
- Understanding of media law, especially in permissions, libel, copyright, and fair use.
- B.A. degree or above in journalism.
- Facility with technology: InDesign, Word, Excel, content management systems, social media tools, Skype as a team communication tool, Google Analytics, Chartbeat, Meltwater.

Salary:

- \$58,000-\$75,000

YES! Media is an equal opportunity employer. We welcome qualified applicants of all races, ethnicities, genders, and sexual orientations.