



FTE

THE FUND FOR THEOLOGICAL EDUCATION

Job Description

Editor

Web, Print and New Media Communications

The Fund for Theological Education

Atlanta, Georgia

Our Organization

The Fund for Theological Education (FTE) is a leading ecumenical advocate for excellence and diversity in Christian ministry and theological scholarship. It supports the next generation of leaders among pastors and scholars, providing fellowships and a network of support for gifted young people from all denominations and racial/ethnic backgrounds. For more information, visit www.thefund.org.

Role of FTE Communications

- Increase awareness, support and engagement for FTE's mission, leadership and programs among key stakeholders and news media.
- Guide strategy and implement public information activities, including program support, media relations and outreach.
- Develop and distribute communications products that tell our story and support our mission.

Job Details

TITLE: Editor, Web, Print & New Media Communications

GENERAL SUMMARY: FTE is looking for a talented, enthusiastic professional to serve as editor and project manager with lead responsibility for generating electronic, print and new media communications tools.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Serve as editor and project manager responsible for content and spin-off applications for the Fund's Web site, engaging external resources (designers, programmers, freelance writers) and serving as a key writer as needed.
- Serve as editor/writer and production manager for a new bimonthly electronic newsletter.
- Supervise editing and integration of audio/video tools on Web site.
- Work with program staff to design and implement marketing communications tools, including brochures, fliers, ads, signage and other materials.
- Coordinate editorial content, design, production and distribution of one annual print issue of the Fund's newsletter, which serves as an annual report.
- Consult and assist with other Fund-related Web sites as needed.
- Advise on messaging and stakeholder strategies.
- Maintain photo library and make images available to internal and external sources.
- Supervise photography at conferences and events.

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- Provide back-up assistance with media relations on as-needed basis, including occasional writing, editing or distribution of news releases.
- Post FTE media coverage on Web site and maintain archival file of print and broadcast coverage.
- Other duties as assigned by supervisor.

QUALIFICATIONS:

- Commitment to FTE's mission.
- Bachelor's degree in journalism, communications, new media or related field.
- Three to five years of professional experience in writing, editing, project management and/or other communication activities.
- Excellent writing skills, with training and/or experience in journalistic writing. (Writing samples and a writing test will be requested.)
- Demonstrated project management skills; ability to manage multiple projects simultaneously and independently and consistently meet deadlines. Ability to work effectively with vendors and partners.
- Strategic and working knowledge of Web-based communications and applications.
- Ability to identify and communicate effectively with a variety of audiences.
- Excellent computer skills. Working knowledge of Microsoft Word, PowerPoint and Excel are required, as are skills in Adobe Photoshop, InDesign and Acrobat Professional. Experience with Constant Contact products a plus. Requires aptitude with digital photo file formats, editing and printing. Photography skills not required but considered a plus.

REPORTS TO: Director of Communications

SALARY: This is a full-time salaried position with benefits.

CONTACT: Send resume and writing samples to Kerry Traubert, FTE Director of Communications via e-mail: ktraubert@thefund.org.