Managing Editor - HigherEdJobs

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Type: Full-Time
Salary: $115,200 - $135,075 per year
Posted: 22 days ago
Category: Publications and Editing



Managing Editor

Position Title:
Managing Editor

Position Type:
Regular

Hiring Range:

$115,200.00 - $135,074.81/annual; Compensation will be based on education, experience, skills relevant to the role, and internal equity.

Pay Frequency:
Annual

Santa Clara University is a comprehensive Jesuit, Catholic university located in California's Silicon Valley, offering its 8,800 students rigorous undergraduate curricula in arts and sciences, business, and engineering, plus master's, Ph.D., and law degrees.

Ranked among the top 15 percent of universities nationwide by the U.S. News and World Report, Santa Clara University is California's oldest operating institution of higher education. The University is focused on creating an academic community that educates citizens and leaders who will build a more just, humane, and sustainable world.

Through strategic, cross-platform storytelling, the University Marketing and Communications (UMC) division supports Santa Clara University's highest strategic priorities. UMC units include brand strategy; design and visual identity; social and earned media; web and digital communications; content and editorial; and crisis, internal, and executive communications. UMC produces Santa Clara's award-winning University magazine, and, as the University's central communications unit, works closely with other University communicators to build community, share best practices, and offer training and support for consistent and effective brand storytelling.

This is a critical position within the newly created Content and Media team, which comprises Storytelling, Media Relations, Santa Clara Magazine, and Social and Emerging Media. The position holder will help drive that integration and be a key contributor to our efforts to define our voice and editorial focus and philosophy, and to find new ways to collaborate across teams and the university so that we can best support the university's highest priorities.

A. POSITION PURPOSE

Reporting to the Associate Vice President (AVP) of University Marketing and Communications, the Managing Editor, Santa Clara Magazine is responsible for the management of Santa Clara Magazine, the University's flagship publication. This is a full-time position on the Content and Media team within University Marketing and Communications.

The purpose of this role is to identify, assign, and edit and write high-impact stories for publication in Santa Clara magazine that are aligned with our editorial philosophy and brand and voice standards; lead the direction, assignment, and coordination of appropriate art for storytelling purposes, including but not limited to still photography and illustration; and oversee and have responsibility for the process by which stories move from conception to publication across platforms.

In collaboration with leaders and colleagues across the UMC team, the position holder will be expected to continuously develop the publication so that it meets the latest trends and best practices in storytelling in a way that is consistent with our editorial philosophy and brand standards and supports the highest strategic needs of the University.

The position holder will collaborate across teams to develop content and will be expected to support and engage in UMC's efforts to integrate Santa Clara Magazine, Storytelling, Media, and Social & Emerging Media into a consolidated Content and Media team.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage, oversee and plan the publication's digital and print editions, including scheduling and flow of all content to create a world-class publication that is consistent with our brand and supports the university's highest strategic priorities.
- Identify, assign, edit, and write high-impact stories for publication in the Santa Clara Magazine that are aligned with our editorial philosophy, brand, and voice standards.
- Lead the direction, assignment, and coordination of appropriate art, including but not limited to still photography and illustration.
- Direct writing, copy editing, fact-checking, and proofing so that we are consistently producing an accurate, error-free, world-class publication at the highest professional standard.
- Identify, hire, and oversee world-class freelance writers, illustrators, photographers, designers, and other creatives and vendors to produce work that is consistent with our brand and editorial philosophy and of the highest professional standard (all while staying within budgetary limitations).
- Ensure correct permissions are obtained for the use of copyrighted and trademarked images, writing, etc. featured in the Magazine, in print and/or online.
- Manage negotiations with outside partners to gain permission to reprint works.
- Respond to reader inquiries in a timely and appropriate way.
- Ensures the mailing list is clear of duplication and responsive to university needs, and manages relationships with the press and mailing/distribution, including (where necessary) attending press checks.
- Supports the AVP to drive integration across the Content and Media team.
- Ensures that all stories are reflective of Santa Clara University's brand and editorial philosophy and support the University's highest priorities.
- Establishes and maintains strong positive relationships with leaders and members of the alumni community and on campus.
- Conducts regular audience surveys and ensures that data is used for continuous improvement of editorial products.
- Contributes to growth of readership of digital content.
- Collaborates across the team to develop content, including social, video, design, and storytelling.

- Collaborates with the AVP to find new mediums and ways to share magazine content to advance the University's goals.
- Serves as a member of UMC's leadership team.
- In this capacity, directors are expected to help shape UMC's overall direction, model UMC's organizational values, and show flexibility in adapting UMC's communications efforts to best advance overall University leadership priorities.
- As communication practices and trends evolve, stay abreast of developments in their field, and help guide their teams in implementing best practice efforts.
- Other duties as assigned.

C. PROVIDES WORK DIRECTION

- Direct work, manage deadlines, and provide professional and career development opportunities for the Magazine's associate editor.
- Collaborates with the hiring, supervision, and management of interns for the Content and Media Team.

D. GENERAL GUIDELINES

- Recommends initiatives and implements changes to improve quality and services.
- Identifies and determines the cause of problems; develops and presents recommendations for improvement of established processes and practices.
- Maintains contact with customers and solicits feedback for improved services.
- Maximizes productivity through use of appropriate tools; planned training and performance initiatives.
- Researches and develops resources that create timely and efficient workflow.
- Prepares progress reports; informs supervisor of project status; and deviation from goals. Ensures completeness, accuracy and timeliness of all operational functions.
- Prepares and submits reports as requested and required.
- Develops and implements guidelines to support the functions of the unit.

E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items below are representative of the knowledge, skills, abilities, education, and experience required or preferred.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment and to promote and contribute to an inclusive and respectful workplace.

1. Knowledge

- Demonstrated knowledge of print and digital story planning, editing, and production processes.

- Thorough familiarity with editorial style (AP and Chicago), grammar, and punctuation, and the highest level of competency in copy editing and proofreading.
- Understanding and appreciation of the mission of Santa Clara University and the vision and values of a Jesuit Catholic educational institution.

2. Skills

- Proven skills in management of people and projects: planning, organizing, and following through, with ability to meet deadlines and maintain a high level of performance in a fast-paced environment.
- Outstanding writing and editing skills, including breadth and depth and creativity in approaches to finding and telling true stories.
- Hands-on experience with Adobe Creative Suite, including InCopy, Acrobat, and InDesign, and versatility with print and digital design and publishing are required. The successful candidate should demonstrate an ability to learn new software and processes quickly.
- Experience with additional components of Adobe Creative Suite, including Photoshop and Illustrator, and project management software; familiarity with WordPress, HTML, and/or TerminalFour or other content management systems, and with search engine optimization, AI search optimization, and meta tags.

3. Abilities

- Proven ability to initiate, lead, and manage projects from beginning to end with a strong understanding of strategy, choice and editorial focus.
- Strong desire to work across platforms (i.e., integrate print content into current and evolving digital platforms, and digital content into print).
- Experience working in large, complex, multifaceted organizations, and the tact, sensitivity and diplomacy that is required to work with stakeholders and collaborators from a wide variety of professional backgrounds and levels of experience.
- Experience with supervising work of coworkers, students, and contractors.
- In addition, the position holder will be expected to be a highly collaborative and communicative member of the team, who is open to and enthusiastic about new ideas and approaches to help us achieve our goals, and to serve as a leader within the organization as we build and advance our brand and editorial philosophy and continuously improve and innovate on our products.

4. Education

Bachelor's degree required. Graduate degree preferred.

5. Years of Experience

- Eight to ten years of marketing, media relations, editorial/content, or communications experience, preferably in a higher education environment.
- Minimum of eight years full-time related work experience, and proven success at writing and/or editing for a national or international audience.

- Experience developing and promoting best practices in editorial development in both print and online.
- Supervisory or management experience preferred.

F. PHYSICAL DEMANDS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, as amended, the California Fair Employment & Housing Act, and all other applicable laws, SCU provides reasonable accommodations for qualified persons with disabilities. A qualified individual is a person who meets the skill, experience, education, or other requirements of the position, and who can perform the essential functions of the position with or without reasonable accommodation.

- Considerable time is spent at a desk using a computer terminal and phone.
- May be required to travel to other buildings on the campus.
- May be required to attend conferences and training sessions within the Bay Area or in- or out-of-state locations.
- May at times require physical labor.
- Meeting with external constituents at off-campus locations.

G. WORK ENVIRONMENT

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job.

- Typical office environment.
- Mostly indoor office environment.
- Offices with equipment noise and frequent interruptions.

Telecommute

Santa Clara University is registered to do business in the following states: California, Nevada, Oregon, Washington, Arizona, and Illinois. Employees approved to telecommute are required to perform their work within one of these states.

EEO Statement

Equal Opportunity/Notice of Nondiscrimination

Santa Clara University is an equal opportunity employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, ethnicity, national origin, citizenship, ancestry, religion, age, sex, sexual orientation, gender, gender expression, gender identity, marital status, parental status, veteran or military status, physical or mental disability, medical conditions, pregnancy or related conditions,

reproductive health decision making, or any other characteristic protected by federal, state, or local laws. For a complete copy of Santa Clara University's equal opportunity and nondiscrimination policies, please visit the Office of Equal Opportunity and Title IX website at https://www.scu.edu/title-ix/.

Clery Notice of Availability

Santa Clara University annually collects information about campus crimes and other reportable incidents in accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. To view the Santa Clara University report, please visit the Campus Safety Services website. To request a paper copy please call Campus Safety at (408) 554-4441. The report includes the type of crime, venue, and number of occurrences.

Americans with Disabilities Act

Consistent with its obligations under the law, Santa Clara University will provide reasonable accommodations to applicants and employees with disabilities. Applicants who wish to request a reasonable accommodation for any part of the application or hiring process should contact the Department of Human Resources ADA Team at hraccommodations@scu.edu or by phone at (408)554-5750.

To view the full job posting and apply for this position, go to
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