

Thousand Currents

JOB DESCRIPTION

Title: Editorial Manager

Location: Remote, Flexible within the United States, and open to outside of the United States.

Position: Full-time

Position Reports: Director of Communications

Compensation: \$70,000 - \$75,000

THE OPPORTUNITY

Thousand Currents is thrilled to launch a search for its first Editorial Manager to join the Communications Team. This role will be key to activating our community base of 7,000+ email subscribers to learn and take action on our three issue areas: climate justice, economic justice, and food sovereignty.

We are a dynamic, values-based global organization of over 20 staff, in the midst of a period of significant growth in a rapidly evolving environment. After several years of sustained growth, we are seeking a skilled writer and researcher to join the Communications team.

The ideal candidate is a creative storyteller who is able to synthesize complex, nuanced topics into simple language. The Editorial Manager should be able to research and write short and long-form pieces that will uplift the work of our movement partners, with strong project management skills that allow both independence and collaboration with the Communications team.

ABOUT THOUSAND CURRENTS

For more than 36 years, Thousand Currents has invested in and learned from more than 1,000 community-led initiatives in over 40 countries. Today, Thousand Currents is a public foundation funding grassroots organizing that addresses the interdependent issues of food sovereignty, alternative economies, and climate justice in the Global South. We partner with an ecosystem of grassroots-based formations, including, but not limited to, movements, grassroots groups, and research institutions in Africa, Asia, the Pacific, and Latin America.

Too often, resource and investment decisions are made without the input and participation of the people who contribute the least to – and are most

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impacted by - large-scale global problems like climate change, inequality, poverty, and corporate-based food systems. Thousand Currents has intentionally flipped this dynamic, choosing instead to build long-term partnerships with movements and organizations led by women, youth and Indigenous Peoples. This means honoring their leadership and wisdom, their right to self-determination, and their transformative solutions to global challenges.

In addition to long-term flexible partnership and financial resources, we support our partners in strengthening their impact by linking them with each other and with broader social change movements at regional, national, and global levels through convenings, learning exchanges, and conferences; facilitating the creation and sharing of knowledge practices and resources; and amplifying their solutions to redirect the flow of resources and relationships within philanthropy.

At the same time, we use our position and influence as a vocal and visible advocate for grassroots-led social change, bridging emerging approaches and learnings from the Global South with philanthropic models and practices from the Global North. We do this through our Philanthropic Partnerships program, where we work with donors to adopt transformative practices that dismantle injustice and inequity. Through trainings, workshops, tools, and resources, we help donors strengthen their relationships with grantee partners in alignment with their values and missions. And we bring them together to cultivate a just, equitable, and inclusive philanthropic and social impact investment sector through our practice communities: [Thousand Currents Academy](#), [Buen Vivir Fund](#), [CLIMA Fund](#) and [Africans In The Diaspora](#).

The values that underpin and shape our work and approach are **courage, humility, creative collaboration, experimentation, and interdependence**. These values have allowed us to create new -- respectful -- models of partnership and collaboration.

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POSITION OVERVIEW

The Editorial Manager is responsible for writing, editing, researching, and coordinating emails, website stories, and other content that will uplift the work of our movement partners, and influence the philanthropic community to move resources in transformative ways. This includes the creation of print and digital collateral in support of fundraising and donor education, and the analysis of cultural trends to develop website content.

Our 3-year strategic direction includes a new pillar on amplifying narratives, and this position will play a key role in seeding narrative shifts as an integral practice of donor education and influence. This work will be centered around our themes of internationalism, food, climate, and economy; agroecology, building power from below, and the ongoing response to COVID-19.

Areas of responsibilities will include writing monthly newsletters and donor education messages, packaging movement partner stories, analyzing cultural trends for website content, editing printed marketing collateral, and creating a robust knowledge base of evergreen content that can be utilized for multiple mediums.

The Editorial Manager will also have the opportunity to co-create a new narrative program that will shift hearts and minds in the areas of food, climate, and economy as well as developing skills training for Thousand Currents staff and influencers on op-ed writing and other spokesperson practices.

This role will collaborate closely with the Communications Manager and colleagues in Philanthropic Partnerships and Movement Partnerships as well as Learning Initiatives and Operations to strengthen Thousand Currents' work in alignment with our [Theory of Change](#) and our 2022-2024 Strategic Direction. The Editorial Manager brings to this role a strong commitment to human rights and social justice and to ensuring that Thousand Currents' communications with donors and other stakeholders is consistent with our [Organization's Values](#), [Fundraising Vision](#) and with the [Association of Fundraising Professionals Code of Ethics](#).

KEY ROLES AND FUNCTIONS

Working under the supervision of the Director of Communications, the Editorial Manager leads the writing, editing, and research of all content in alignment with Thousand Currents' Theory of Change and 2022-2024 Strategic Direction, including but not limited to:

- **Produce donor education and fundraising content (40%)**
 - Work in close cooperation with movement directors to develop and implement donor education and fundraising campaigns that reflect the perspectives of partners, including writing and producing emails, articles, op-ed pieces, and letters to various media outlets/platforms;
 - Create, oversee, and update evergreen marketing materials for individual and institutional donors including fact sheets, reports, and brochures;
 - Assist with production of Annual Report and other organizational products;
 - Support staff and partners in their own content development including copy editing assistance as needed.

- **Manage and update content for the Thousand Currents website and other sites featuring Thousand Currents (30%)**
 - Develop and package movement partner stories into simple and accessible language for multiple audiences;
 - Aggregate and analyze cultural trends in areas of food, climate, and economy to inform production of website content that will communicate Thousand Currents' distinct point of view;
 - Manage the content, style, and appearance of the Thousand Currents website, including copy for website redesign (slated to launch June 2022);
 - Oversee, update, and expand the presence of Thousand Currents information and descriptions on other sites like Charity Navigator, including regular reviews of information and edits as needed to ensure continuity with Thousand Currents brand and content;
 - Ensure quality control and adherence to Thousand Currents voice and tone guidelines, style, and visual identity;
 - Report website usage statistics and provide content recommendations based on the analysis;
 - Support website security in partnership with Thousand Currents' Operations Team to uphold organizational standards.

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- **Oversee editorial management (20%)**
 - Write, review and/or edit communications materials to ensure coherence, consistency and brand alignment of Thousand Currents' stories, key messages and other strategic content across all communications products.
 - Contribute to Thousand Currents overarching narrative, stories and key messages; refine its voice and adapt its tone appropriate to a range of audiences including, but not limited to, individual donors, institutional funders, peer organizations, partners, board members, and local audiences around the world.
 - Maintain consistency of voice, style, punctuation, spelling and grammar with editing and writing of publications.
 - Provide crisis communications support as needed.
 - Serve as back-up support for social media and other administrative tasks for Communications Team, including checking and responding to infobox emails, direct messages, and messenger requests.

- **Participate in organization-wide learning, cross-program partnership and administrative efficiency (10%)**

Along with all other staff, this position contributes to Thousand Currents' culture of teamwork and continuous learning and does what it takes to ensure that Thousand Currents staff collaborate and support each other within and across programs and excel in an environment where every member takes care of their own basic administrative needs. This includes but is not limited to:

- Showing up fully for learning and planning activities, including staff meetings, retreats, trainings, planning and strategy sessions;
- Pitching in when needed for organization-wide activities, such as the Thousand Currents Academy, annual events, fundraising drives, partner visits etc.;
- Supervising and project management of relevant volunteers and interns, and ensuring that they have a positive learning experience at Thousand Currents; and
- Managing your own regular administration, including timely submission of receipts, reimbursement requests, scheduling, travel planning, filing HR paperwork etc.

Note: Thousand Currents is committed to responding flexibly to changing circumstances and priorities which means that the expectations of every position are dynamic. This description reflects the assignment of essential functions, but does not proscribe or restrict the tasks that may be assigned.

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QUALIFICATIONS AND EXPERIENCE:

- Demonstrated lived and professional alignment with Thousand Currents' values and mission, including a strong commitment to racial, gender, class, social and environmental justice and equity. Commitment to our mission will be demonstrated through previous relevant work (including volunteering) in comparable settings. Experience with Thousand Currents' issue areas and grassroots movements in the Global South a plus.
- Four or more years of relevant, comparable professional experience in writing, editing, and researching communications materials
- Strong critical thinking skills and the ability to translate complex, nuanced topics into clear and accessible language.
- A track record of attention to detail and strong organizational skills.
- Goals setting, program designing, financial planning, and management skills.
- Excellent planning and organizational skills to ensure effective coordination and implementation of activities; flexibility to change course as needed.
- A strong project manager who is able to manage multiple priorities and meet deadlines under changing conditions;
- Understanding of the media landscape as it relates to social justice coverage. Contacts in the press are a plus.
- Proven cross-cultural relationship-building skills and demonstrated cultural competency and resourcefulness
- Experience working independently and collaboratively across functions and teams in a primarily virtual environment.
- Multilingual capabilities are a plus.
- Ability to travel for periods of up to three weeks, one to two times per year post COVID-19.
- Bachelor's in a relevant field, or equivalent experience
- Familiarity with Mailchimp, Wordpress, Asana, Adobe, Google, Apple suites, and MS Office.
- Maintains confidentiality with respect to financial, donor, and organizational information.
- Comfort with asynchronous communications and virtual meetings.
- Scheduling flexibility to accommodate calls and meetings across global time zones, including mandatory virtual staff meetings scheduled during "core hours" to accommodate all time zones.

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PHYSICAL REQUIREMENTS: The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. As Thousand Currents staff work in a number of locations and come together for meetings on occasion, all staff must be able to travel by car and plane to meetings at locations nationally and internationally. Availability to travel and maintenance of a valid passport is required. National or international travel represents up to 25% of the time for this position. Please note that due to the COVID-19 pandemic, Thousand Currents has paused all staff travel until further notice. Thousand Currents will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

COMPENSATION, BENEFITS AND EXPERIENCE:

This is a full-time, exempt, salaried position. The salary range is \$70,000 to \$75,000. Exact salary will be determined based on the successful candidate's experience. Benefits include 100% employer paid health insurance premiums, partner/child coverage, a health reimbursement arrangement, sick and vacation leave, flexible holidays, and internal systems that engender a culture of mutual accountability to personal ecology, transparency, open communication, and opportunities for professional, personal, and leadership development.

HOW TO APPLY:

Please submit a substantive one-page letter of interest and resume to editorialmanager@thousandcurrents.org by **Friday, January 28, 2022**. Applications will be taken on a rolling basis until the position is filled. Due to the volume of applications, we will only contact applicants that have been moved to interview rounds.

EQUAL OPPORTUNITY:

Thousand Currents is an equal opportunity employer. As a global organization, we recognize the importance of our staff reflecting the communities our work aims to benefit. We encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian,

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gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.