

POSITION DESCRIPTION

Title:	Temporary Editorial Manager
Position:	Jan - Nov 2024
Team:	Philanthropic Partnerships & Influence
Location:	Remote
Salary:	\$48/hour
Reports to:	Director of Communications

Position Summary

This is a temporary position to cover parental leave, and is expected to run from Jan-Nov 2024.

Thousand Currents is looking for a Temporary Editorial Manager who will serve in this role for up to 12 months. The Editorial Manager is a key member of a 4-person Communications team that sits with the larger Philanthropic Partnerships and Influence group, combining communications, philanthropic partnerships, fundraising, and donor education.

Reporting to the Director of Communications, the Temporary Editorial Manager will be responsible for writing, editing, researching, and coordinating emails, website stories, and other content that will uplift the work of our movement partners in the areas of climate justice, food sovereignty, and economic justice, which in turn will influence the philanthropic community to move resources in transformative ways.

The ideal candidate is a creative storyteller who is able to synthesize complex, nuanced topics into simple language. The Temporary Editorial Manager should be a skilled writer and researcher eager to write short and long-form pieces that will uplift the work of our movement partners, with strong project management skills.

Essential Functions:

1. Produce donor education and fundraising content (40%)

- Research and write emails, newsletters, and web articles;
- Oversee evergreen marketing materials for individual and institutional donors including fact sheets, reports, and brochures;
- Project manage production of Annual Report and other organizational publications as needed;

2. 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;

- Manage partner profiles;
- Ensure quality control and adherence to Thousand Currents voice and tone guidelines, style, and visual identity;

3. **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;
- Support social media content production;
- Maintain consistency of voice, style, punctuation, spelling and grammar with editing and writing of publications;
- Serve as back-up support for Communications Team, including social media programming, crisis communications, copy editing, and other duties as assigned.

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.

Key skills and experience:

KNOWLEDGE, SKILLS AND ABILITIES:

- 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.
- Three 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.
- Excellent planning and organizational skills to ensure effective coordination and implementation of activities; flexibility to change course as needed.
- Experience working independently and collaboratively across functions and teams in a primarily virtual environment.
- Multilingual capabilities are a plus.
- Bachelor's in a relevant field, or equivalent experience
- Familiarity with Mailchimp, Wordpress, Asana, Adobe, Google, Canva, Apple suites, and MS Office.
- Maintains confidentiality with respect to financial, donor, and organizational information.

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Collective Power, Collective Change

- 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.

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. 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.

EQUAL EMPLOYMENT OPPORTUNITY: Thousand Currents is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, 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.

SALARY: \$48/hour (total number of work hours to be pre-determined on a mutual basis)

HOW TO APPLY: Please submit a cover letter (maximum one page), a writing sample in English, and resume to communications@thousandcurrents.org with “Temporary Editorial Manager ” in the subject line.

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