



Title: Managing Editor	Full-Time, Salaried
Reporting To: Executive Director	Salary Range: \$65,000 to \$78,000
Direct Reports: No full-time staff reports. Manages freelance writers and editors; option of managing part-time intern or other part-time support	Posted: October 25, 2022

**Position Overview**

Greater Greater Washington (GGWash) is hiring a Managing Editor to manage the day-to-day editing and operations of its publication. We conduct journalism through a distinct lens and with a recognizable voice — as a mission-driven organization, we have beliefs about the world we want to see, and journalism is a tool to get us there. GGWash’s publication features news and opinion pieces intended to advance racial, economic, and environmental justice in land use, transportation, and housing throughout Greater Washington.

The GGWash publication is a key component of the organization’s broader work, which includes education and engagement programming, as well as policy and advocacy. Our work builds civic capacity and moves the needle on important issues, in service of a broader vision of a dense, growing Washington region with an abundant supply of quality housing, attainable at all income levels, and a regional transportation network that prioritizes the needs of underserved users and makes it safe and easy to travel without a car. We work in support of public processes, plans, and policymaking that embrace both our responsibility to care for people we don’t know personally and the need for cities to be shared among people who are here now and who will come in the future.

This position is the right fit for a self-motivated, mission-driven individual who feels ready and excited to steward the day-to-day needs of the region’s leading voice on urban planning and land use policy.

**Responsibilities**

**Content and editing (40% of time):**

- Edit articles for clarity, grammar, and to match the GGWash style guide and communicate edits to the author to reach agreement on final drafts, and/or manage freelance editors to do same
- Review submitted articles and tactfully communicate with contributors about status and reasons for publishing decisions

- Write ledes, headlines, and social posts to maximize post quality, reader interest, and social media referrals and/or manage freelance editors to do same
- Identify opportunities to creatively vary regular practices around post formats, headlines, and other elements to improve variety, readability, and interest

### **Editorial management (35% of time)**

- Manage content calendar and pipeline to ensure consistent publication schedule (currently—but not necessarily—1-2 stories per day plus Breakfast Links and other bonus features)
- Recruit and manage a corps of paid freelance writers, including onboarding, receiving pitches, assigning stories, and overseeing deadlines
- Recruit and manage freelance editors to support the editing and content development pipeline
- Build and nurture relationships with volunteer contributors to maintain GGWash as a platform that residents across the region see and use as a resource for drawing attention to, discussing, and encouraging civic engagement on local land use, housing, and transportation issues
- Ensure consistent daily publication of Breakfast Links through the recruitment and management of volunteer Breakfast Links curators
- Update, maintain, and uphold editorial standards and policies, voice, style guidelines, and procedures for adhering to these standards
- Manage special editorial projects as necessary

### **Audience engagement and communications (10% of time):**

- Manage production and distribution of daily and weekly story round-up emails
- In partnership with Engagement Manager, coordinate bi-weekly virtual brainstorming sessions with volunteers
- In partnership with Engagement Manager, publish weekly Events post
- Disseminate articles through GGWash's social media channels
- Assist with website updates, as needed

### **Editorial strategic vision (10% of time):**

- Uphold GGWash's mission-driven voice and demonstrate progress on key strategic objectives
- In partnership with Executive Director and Deputy Executive Director, advance a content strategy that draws in and engages new readers and gives longtime readers reason to keep coming back
- In partnership with Executive Director, Deputy Executive Director, and other staff, develop and implement a reader survey and/or focus groups in 2023 to inform content strategy
- Collaborate with Executive Director, Deputy Executive Director, and other staff to refine and strengthen our unusual programmatic model (journalism, advocacy, and engagement) to ensure each area of work can leverage its unique strengths and all advance our shared mission and vision

- Contribute to the organization's overall communications strategy to cultivate a strong, invested, and active readership and base of supporters across the organization's work

### **Tracking progress and reach (5% of time)**

- Track weekly metrics including those related to traffic, engagement, and the diversity of topics and authors
- Collaborate with the Executive Director and Deputy Executive Director to set goals and targets to increase performance on chosen metrics

### **Required Competencies**

You should apply if you meet at least 80% of the following criteria:

- Exceptional time and project management skills, with a strong operational and process orientation
- Top-notch writing and editing skills
- Experience and comfort with managing daily and long-term deliverables
- Familiarity with website content management systems; working knowledge of basic HTML is a plus
- Familiarity with constituent relationship management systems; familiarity with EveryAction is a plus
- Demonstrated experience managing freelance writers, editors, or other contractors
- Ability to expand the diversity of voices in the GGWash pool of writers
- An understanding of, and ideas about, how to measure the “success” of a story, from analytics to impact
- The ability to build professional relationships that are mutually beneficial and constructive
- The ability to communicate clearly and directly in a timely fashion
- The self-awareness to know what you don't know—and the interest to find it out.
- A commitment to racial, social, and environmental justice and sensitivity to the ways in which structural inequities permeate power dynamics and decision-making structures in local government and society
- A love of the Greater Washington region and a desire to help it become greater

### **Preferred Qualifications**

- At least five to eight years of professional experience in journalism, communications, project management, writing, or editing, including at least four years of experience as an editor
- Professional experience in housing, transportation, land use, and/or local government issues, particularly in the Washington region
- Existing relationships with freelance journalists, writers, and editors in the region
- Comfort and familiarity with AP Style
- Comfort and familiarity with the Society of Professional Journalists Code of Ethics

- Experience at a daily publication or with comparable daily deliverables

### **Salary and Benefits**

This is a full-time (40+ hours/wk), salaried position with compensation from \$65,000 to \$78,000 per year depending on experience.

Greater Greater Washington also offers a comprehensive suite of benefits, including employer-sponsored health insurance through DC Health Link with an employer contribution of 70% of reference plan premium costs; dental insurance, with an employer contribution of 100% of premium costs; an employer-matched 401(k) plan (up to 3%); life insurance; long-term disability insurance; a transit commuter benefit; and cell phone reimbursement. Paid time off includes: 20 days per year for vacation, 20 days per year for sick leave, numerous holidays, winter break, and other forms of leave, including compensatory time and an optional paid sabbatical after five years of employment.

### **Work Environment**

At this time, GGWash has a flexible, hybrid work environment, with some in-person work required at the GGWash office in the Navy Yard neighborhood of Washington, DC. Access to a car is not required.

### **To Apply**

Please email a cover letter that specifies why you feel this is a great position for you, resume, and two samples of your writing and editing work to [jobs@ggwash.org](mailto:jobs@ggwash.org) with "Managing Editor" in the subject line. Applications will be accepted on a rolling basis through **11:59pm on Sunday, November 20, 2022**.

Greater Greater Washington provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, military status, marital status, or disability.