

## **DIOCESAN ADMINISTRATION**

### **POSITION DESCRIPTION**

**POSITION TITLE:** Editor and Business Manager, *Parable* magazine

**FLSA:** Exempt, Full Time

**SECRETARIAT:** Development & Communications

#### **ACCOUNTABILITY:**

The Bishop of Manchester is the visible principal and foundation of unity in the particular diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in the Chancery helps to extend the ministry of the Bishop in particular ways as outlined in the position description. All employees of the diocesan administration assist the Bishop of Manchester in serving the parishes, schools and institutions of the Catholic Church in New Hampshire.

This position reports directly to the Director of Communications and is accountable to the *Parable* Advisory Board, the Bishop of Manchester, and the Cabinet Secretary for Development and Communications.

#### **POSITION OVERVIEW**

Manage all phases of editorial development and production of *Parable*, the magazine of the Diocese of Manchester; establish and implement editorial procedures to ensure print and digital publication is completed in a timely manner. Manage business functions, marketing, engagement, and development of *Parable*.

#### **ESSENTIAL JOB FUNCTIONS**

1. Organize, supervise, and participate in the management and development of all copy, photography, and artwork submitted for publication; work with consulting editor, writers and designer(s) to develop the editorial calendar; set and enforce deadlines
2. Oversee and supervise all work of columnists, writers, freelancers, photographers, and vendors including publisher (Faith Catholic Publishing); provide evaluation of manuscripts to authors and consulting editor as needed; supervise the

submission process and tracking system

3. Maintain liaison between columnists, writers and consulting editors; compare the consulting editorial changes against the author's changes; assist in resolving differences regarding structure, form and grammar; keep author up-to-date on schedule, revisions, and related matters
4. Oversee all aspects of production process, including content submission and review, using Faith Catholic designated content management system. Work in close cooperation with Faith Catholic, which handles all print management
5. Serve as the primary *Parable* liaison to diocesan departments and parishes, sponsors, and advertisers as well as all other stakeholders (schools, general readership, USPS, etc.)
6. Under consult with the Director of Communications, determine fiscal requirements and prepare budgetary recommendations; monitor, verify, and reconcile expenditure of budgeted funds
7. Oversee advertising and billing, including receipt of ads for each issue, bi-monthly billing of advertisers and sponsors, and payments to contributors
8. Expand the marketing and fundraising efforts to promote the magazine with potential advertisers and sponsors

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED**

1. Bachelor's degree in Journalism, Communications, English or related field is required; five years of publishing and/or editorial experience is required
2. A working knowledge of the Catholic Church, theology and catechesis, spirituality, evangelization and biblical appreciation; practicing Catholic in good standing with the Church is required
3. Excellent ability to organize and coordinate people, articles, and activities with great attention to detail
4. Outstanding editorial skills and proofreading ability
5. Ability to represent *Parable* magazine at community and business meetings
6. Proficient in the use of Microsoft Office tools such as Outlook, Word, Excel, PowerPoint as well as content management software

### **ENVIRONMENT:**

1. Office or cubicle in clean, well-lit and environmentally comfortable area
2. Approximately eighty percent of time spent in Diocesan Administration building; twenty percent visiting constituents, parishes, or attending meetings at other facilities
3. Occasional lifting and carrying of objects up to ten pounds
4. Frequent hand manipulation in the use of office equipment, processing of paperwork, etc.; minimal physical activity such as twisting, bending, kneeling required
5. Other physical activity generally limited to moving from one area to another within the building for approximately one hour per workday