



Job Opening – External Posting

Senior Developmental Editor (exempt), Reports to Director, Editorial Director, Upper Room Center – Location (Nashville, TN)

The Senior Developmental Editor is responsible for developing and moving content through the publishing process. The developed content will meet the needs of identified target audiences and provide profitability to the organization. The editor may be in contact with at least two to three outside vendors for each product, which means they must maintain several working relationships while monitoring, managing, and completing work on all aspects of each product. The person in this role must keep a finger on the pulse of projects and will be able to deal with digital graphic files, fonts, InDesign files, and any emerging elements.

The successful candidate must demonstrate knowledge and experience in editorial practices and procedures; demonstrates oral and written communication skills; professional experience in publishing; strong attention to detail; knowledge of page layout design and production; knowledge of biblical content; and ability to work in a team environment. Demonstrated knowledge and understanding of office procedures; Mastery of English language, grammar, punctuation; knowledge of copyright law; strong orientation to detail; strong people and communication skills, both oral and written; ability to do research; organizational skills; ability to conceptually think through processes; ability to manage concurrent multiple projects; ability to exercise courtesy and tact with a diverse group of external customers; ability to use direction, judgment and initiative and make decisions; ability to work independently; demonstrated proficiency on Mac, Microsoft Word, InDesign.

Education / Experience

Bachelor's Degree in English, Journalism, or equivalency; theological background preferred / Five years in publishing or related experience.

How to Apply

To be considered for this opportunity please send a cover letter and resume to Human Resources via email at employment@umcdiscipleship.org.

Discipleship Ministries is an Affirmative Action Employer. M/F/D/V EOE.

Application Deadline: March 20, 2020