



## **Open Position: Associate Editor and Content Developer**

Forward Movement is seeking a full-time Associate Editor and Content Developer to join the team that delivers products and content to inspire disciples and empower evangelists. The Associate Editor and Content Developer will collaborate with Forward Movement staff to develop new print and digital resources. This position reports to the to-be-hired Senior Director of Operations and also interacts with the editorial team, our marketing team, and our leadership team.

We seek an effective leader and team member who can help us develop materials to nurture spiritual growth in individuals and congregations. The ideal candidate will be detail oriented with a solutions-focused approach to challenges along the way. An entrepreneurial and playful spirit is essential.

### **Key Responsibilities and Tasks**

1. Serves as the lead editor and project manager for new books, reprints, and new digital and online offerings to inspire disciples and empower evangelists.
2. Shares in a collaborative, creative process to develop new content and repurpose and refresh existing resources.
3. Assesses manuscripts or product ideas and make recommendations to the editorial team. Edits, develops, and corrects content. Proofreads products (digital and print).
4. Works with writers in the editing process with an ability to encourage and support authors as well as uphold high editorial standards.
5. Works closely with staff to ensure that projects are on time and of high quality.
6. Obtains rights to use materials from other publishers and manages permission requests for Forward Movement materials.
7. Initiates and develops new resources that support the mission of Forward Movement.
8. Contributes to the total effectiveness of Forward Movement, communicating openly, solving problems proactively, offering creative ideas, and working as a positive, engaged team member. Laughs!
9. Performs related work as required.

This is a full-time position, though we would consider highly qualified candidates who prefer part-time work. Work based in our Cincinnati office is preferred, but we will consider ideal candidates to work remotely. Familiarity with Adobe InDesign and other digital content-creation tools, such as video and audio editing, would be helpful. Some travel may be required. Working with strategic plans for the organization will require existing knowledge of, or a willingness to learn and adapt to, the historical context and current needs of the Episcopal Church and the Christian faith. Basic theological and

scriptural knowledge of the Christian faith, as practiced and taught by the Episcopal Church will be essential.

Written and oral fluency in English is required. Fluency in a second language, especially Spanish, would be ideal.

Inspiring disciples and empowering evangelists worldwide every day since 1935, Forward Movement produces excellent, innovative resources to encourage spiritual growth in individuals and congregations. Our flagship offering is *Forward Day by Day*, a quarterly devotional with a circulation of over 200,000. Forward Movement is a non-profit ministry of The Episcopal Church and is headquartered in Cincinnati, Ohio.

In its hiring and employment practices, Forward Movement does not discriminate based on race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, disabilities, or age.

Salary will be commensurate with experience. Forward Movement offers a full package of benefits.

Email resume and cover letter by April 15, 2025 to Ms. Tania Jones at [jobs@forwardmovement.org](mailto:jobs@forwardmovement.org).

**Forward Movement**  
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