



Open Position: Editor and Content Developer

Forward Movement is seeking a full-time Editor and Content Developer to join the team that delivers products and content to inspire disciples and empower evangelists as part of a new four-year grant-funded discipleship project. The 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 Discipleship Initiatives 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 content developer for a major grant-funded discipleship initiative to include curricula, books, marketing materials, and other resources.
2. Works with the resource development team, consult with stakeholders, and collaborate with team members in designing and planning resources.
3. Manages contractors and consultants who will share in content creation work.
4. Writes, edits, develops, and corrects content. Proofreads products (digital and print).
5. Works with writers in the editing process with an ability to encourage and support authors as well as uphold high editorial standards.
6. Works closely with staff to ensure that projects are on time and of high quality.
7. Obtains rights to use materials from other publishers and manages permission requests for Forward Movement materials.
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. 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 will 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 broader Christian faith.

This position is funded by a grant from the J. C. Flowers Foundation for \$4 million over four years. All work will be done in alignment with our funding agreement and Forward

Movement's mission. Our hope is to build a sustainability model so that the work – and this position, potentially – continues after the grant-funded period.

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.

A strong candidate for this position has been identified, but all applications will be considered.

Email resume and cover letter by April 25, 2025 to Ms. Tania Jones at jobs@forwardmovement.org.

Forward Movement
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