



Managing Editor

Overall Description

As editor you will: Supervise the editorial operations of the print and digital platforms for Fleur de Lis Publishing, working closely with the publisher and designer. Create content that is engaging, well-written, and aligns with our brand. Work closely with the publisher to establish story budgets, messages, and brand identity. Ensure deadlines are met, content is fresh, and readers—both online and in print— are engaged with our brand. Generate feature-story ideas and match them effectively with writers.

NOTE: For consideration, please submit a resume with a cover letter, salary requirements, and a link to a portfolio of work.

Responsibilities include:

- Assign, produce and edit creative, timely story ideas for our publications both in print and online.
- Create regular content for web/social media/newsletters.
- Grow readership both in print and online.
- Monitor relevant publications, blogs, and industry news sources to identify trends.
- Consistently meet deadlines.
- Develop staff writers and freelance writers to properly represent and safeguard brand voice; Write and edit copy as needed.
- Maintain a solid understanding of SEO, major social media platforms, and stay up-to-date on industry best practices.

Qualifications:

- Bachelor's degree in Journalism, Communications, English or related field.
Editorial experience required.
- Must possess exemplary editing, writing, organizational and time-management skills.
- Strong working knowledge of Microsoft Office Suite (Outlook, Word, PPT, Excel) and Adobe Acrobat.
- Proven executional abilities and experience meeting tight deadlines and juggling multiple responsibilities.
- Must function as a team player with the ability to effectively build professional relationships with vendors and employees.
- Analytical and solutions-oriented mindset with demonstrated ability to leverage data and analytics to inform decisions.
- Familiarity with CMS and multiple digital formats, including web, mobile, social media, infographics and more preferred but not required.
- Experience with multimedia publishing a plus.
- Advanced verbal and written communication skills are required.