ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Editor

DEPARTMENT: Fordham Law School
Lincoln Center*

POSITION SUMMARY:
Reporting to the Senior Executive Director of Communications and Marketing, the Editor/Writer leads the development of high-quality communications at Fordham Law School – including the *Fordham Lawyer Magazine*, written speeches, digital stories, etc. This individual sets, refines, and reinforces the school’s voice and strengthens its reputation.

*This role is in person at the Law School on the Lincoln Center Campus; some remote work flexibility may be possible.

RESPONSIBILITIES:
• Acts as a key member of the Fordham Law marketing communications team and partners with the creative director
• Supervises writers, freelance photographers, agency partners
• Serves as editorial lead on internal and external marcom efforts aimed at motivating key audiences
  o External: alumni, peers (at other law schools), prospective students, influencers
  o Internal: students, faculty, administrators, colleagues at other Fordham schools
• Manages organization’s voice by crafting/editing communications to ensure consistent style/message
• Significant ongoing projects:
  o Manages the story pipeline: vet and prioritizes stories coming over the transom and proactively mines for stories that serve strategic priorities
  o Serves as editorial lead on The Fordham Lawyer magazine (twice a year as a print and digital publication).
    Develops magazine content plan, leads editorial committee, manages content contributors: part-time writers, freelancers, photographers, and proofreaders
  o Writes speeches and talking points, primarily for the dean but occasionally for other leaders
  o Updates the Law School’s newsroom
  o Updates key portions of the website
  o Edits social media content generated by marketing specialist and writing staff as needed

QUALIFICATIONS:
• Bachelor’s degree required; degree in journalism, marketing, communications/PR preferred
• 5+ years of work experience demonstrating progressive responsibility in communications roles
• Familiarity with Adobe Creative Suite, web content management systems and Wordpress
• A passion for the Law School’s mission and the day-to-day work
• Strong writing, editing, and research skills
• Clear evidence of creativity and strategic, brand-aligned communication skills
• Demonstrated ability to foster cooperative environments and work in a collegial fashion
• Ability to juggle priorities, stay flexible, and manage projects from inception to completion
• High energy, positive attitude, takes initiative
• Strong work ethic and a “growth mindset” – an orientation towards trying new things, innovating
• Ability to proactively apply knowledge of emerging trends and technology to the work
• Attention to detail and an eye for compelling facts

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: resumes@fordham.edu

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