

MANAGING EDITOR

Job Overview

The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of Managing Editor. This position will report to the Director of Communications and Marketing and will create and lead the Institute's blog, oversee the Institute's social media channels including the internal and external newsletters, oversee copy editing, and align all content strategy and writing to support Institute goals. A Communications Associate reports to the Managing Editor.

Buffett Early Childhood Institute Profile

Envisioned as a new model for how public higher education is engaged in the first years of life, the Buffett Early Childhood Institute (<https://buffettinstitute.nebraska.edu/>) is a four campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation. The long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policy makers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Applicants should note that the goals of the Institute are university-, state-, and nation-wide, but the location of the Institute administration is in Omaha. This position will work primarily out of the Omaha office.

Job Responsibilities

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related instructions as requested. This list describes major responsibilities to support the Buffett Institute by aligning editorial content strategy and writing to the Institute goals:

Writer and Manager of the Institute Social Media Channels: (60% and considered essential functions)

- Create and lead an Institute blog that will serve as the main content sharing platform for both day-to-day Institute work and public outreach and education program initiatives. Build out the publishing timeline and functions of the blog which could include articles, columns/profiles, stories, interviews, guest blogs, etc. Incorporate video. Develop tools to measure success. Build dissemination plans for blogs. Establish annual growth plans to expand reach of blog. Research and be knowledgeable about evolution of blog functionality and genre improvements to incorporate.
- Supervise a Communications Associate who has responsibility for Institute's social media channels, including website, and the internal and external newsletters.
- Contribute writing to all Institute channels (website, social media, external newsletter, internal newsletter, etc.) to help strengthen and grow Institute engagement and content quality.

- Contribute to writing projects, including speeches, op-eds, guest blog articles, briefs, documentation of convenings, etc.

Editor (40% and considered essential functions)

- Align content to the Institute’s editorial calendar.
- Connect with Institute units regularly to help develop stories or writing products in support of overall unit strategies and/or special projects.
- Supervise a Communications Associate who has responsibility for copy editing and writing, and oversee copy editing for the Institute.
- Engage with stakeholders within the University of Nebraska as well as externally across Nebraska to grow a network of early childhood communicator partners to generate content ideas.
- Research and be knowledgeable about early childhood issues locally, regionally, and nationally and the relationship of the issues to the goals of the Buffett Institute.

Required Qualifications

- Bachelor’s degree in journalism, public relations, marketing, or related field.
- Six years of experience writing and editing, as well as developing an idea into a published written product.
- Demonstrated success in managing and executing communications strategies.
- Outstanding project management skills in a fast-moving, deadline-oriented organization, and ability to manage multiple priorities and work well under pressure.
- Exceptional writing, editing, and copy-editing skills with an ability to work with research and program staff to translate and make understandable complex issues to a wide variety of audiences.
- Strong ability to work collaboratively across an organization.
- Excellent analytical and problem-solving skills.
- Understanding and experience in social media and blogging.
- Demonstrated understanding of analytics tools to measure progress towards a goal.

Preferred Qualifications

- Master’s degree in relevant field.
- Experience in higher education.
- Understanding of early childhood care and education.

How to Apply

Applications are processed through the on-line job posting at <https://careers.nebraska.edu>. Follow instructions to complete the Standard Application. Along with your application, attach a cover letter, resume, and contact information for three professional references. Direct questions about the position to: humanresources@nebraska.edu. Direct questions about the on-line application process to: (402) 472-7990.

The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, gender identity, sexual orientation or protected veteran status.

ADDENDUM FOR MANAGING EDITOR

Competencies

- Nature/Complexity of Work

This position requires an individual who is an excellent writer and editor and works with considerable independence, energy, initiative, a strong work ethic, and sound judgment. Strong attention to detail, accuracy, professional discretion, and sensitivity to confidential information, a record of effective teamwork with others and time management skills are required. Good communication skills, demonstrate effective spoken and written communication. Knowledge of the University of Nebraska's organization structure and interrelationships among the campuses; and internal and external constituencies is helpful in this position.

- Problem Solving/Decision Making

Problem solving and appropriate decision making are required in every element of this position. Key duties involve independent judgment regarding analysis of issues and actions required to support day-to-day business transactions. Actions are governed by broad objectives, professional ethics, university procedures and/or business acumen.

- Strategic Input

This individual is required to align editorial plans to the Buffett Institute's mission, vision, and goals, and be proficient and conscientious when representing the Buffett Institute and the University at all times. Administrative review is often necessary before information is released by this position, but the responsibility for error-free detail supporting analytical information rests on the employee.

- Know How

This position demands the ability to write and edit as well as take initiative, operate independently, and thrive in a fast-paced and multi-tasking environment. One should demonstrate exceptional interpersonal skills with a strong orientation toward diplomacy, tact, collaboration, and teamwork; exceptional verbal, writing, editing, and proofreading skills; must be detail-oriented and accurate; must have ability to prioritize effectively and quickly respond to shifting priorities; the ability to collect, compile, and analyze facts, draw conclusions, and recommend solutions; possess a strong work ethic and willingness to work beyond regular hours, if necessary; and demonstrate a high level of professional discretion and confidentiality. Thorough knowledge of communications channels and a strong understanding of the integrated marketing communications field is important. Ability to interpret and prepare information for analysis activities and communicate findings to management is essential. Must follow Board of Regents By-laws and policies and state and Federal Law and other rules and regulations.

- Technical Skills

This position demands technology proficiency, with a willingness to learn and utilize new technologies relating to (but not limited to) digital communications tools (website/CMS/blog, CRM, Social Media), and project and portfolio management. Proficiency in using Microsoft Word, Excel, PowerPoint, and Outlook is required.

- Interactions

This position will help build and strengthen relationship with NU campuses and must have the ability

to work as a member of a team, as well as independently, in a complex environment, and with respect for confidential and sensitive information. This position also interacts with external constituencies.

- Supervision

This position supervises a Communications Associate. This position reports to the Director of Communications and Marketing.

General Information:

Job Family: Public Relations

Job Code: 49343313 (Managing Editor)

Salary Range:

FLSA: Exempt

Position Number: 149

Org. Unit Number: 50008150 (BECI)

Date of Last Update: 05/16/2019 by S. Gartner, Director of Human Resources.

The physical requirements and work conditions described here are representative of what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:

Attendance at the work place is critical. While performing the duties of this job, the employee is routinely required to have vision for up close and far away, talk, hear, sit and use hands to touch, feel, handle and operate routine office equipment. The employee is occasionally required to stand, walk, climb stairs, bend, reach, twist, and lift, carry or move up to 15 pounds. The employee is required to occasionally travel to and participate in meetings and conferences which may require the ability to drive a motor vehicle or stay overnight.

Work Conditions: The noise level in the work environment is usually moderate and there are frequent interruptions as the Institute staff conduct business in cubicles, walled office space and conference rooms.

Job Description reviewed and approved by:

Name	Date	
		Employee
	05/16/2019	Human Resources Representative
	05/17/2019	Supervisor or Department Representative