

## *Job Opportunity*

### **Senior Editor at Kirkpatrick Companies**

This is a new role within the larger network of Kirkpatrick Companies, an enterprise of corporations and non-profits operating in Oklahoma, Colorado, and New York. The successful person in this position will create and maintain a consistent editorial voice and strong throughline in the Kirkpatrick editorial operations and corporate brand, while respecting the autonomy and mission of each entity. The Senior Editor will participate in the development, production, and finalization of content across various platforms. This aspect of the position requires a keen editorial eye, superior writing and editing skills, and the ability to manage multiple projects simultaneously. This person will work closely with executives, writers, editors, designers, web and social media developers, and organization staff to ensure writing and design meets the highest standards of quality, consistency, and relevance. This role will be responsible for developing and implementing strategies and communications plans to drive opportunity and improve outreach. This role also involves extensive collaboration with various organizations, including banking, oil and gas, philanthropy, nonprofits, and external entities, to ensure consistency and effectiveness across all channels.

#### **KEY RESPONSIBILITIES**

**Writing and Editing:** Write or assign articles, reports, op-eds, copy, press releases, guidelines, etc.

**Publishing:** Assist or lead various publishing endeavors, from publications to books.

**Strategy Development:** Develop and execute editorial and brand strategies and tactics that align with objectives for each specific Kirkpatrick entity.

**Research:** Conduct research to identify trends, analysis, and opportunities for positioning.

**Campaigns:** Plan and manage campaigns, including digital, print, and experiential, to enhance visibility and engagement.

**Social Media:** Assist, create, and maintain messaging and ensure consistency across channels and materials, as needed.

**Team Collaboration:** Work closely with cross-functional teams to align efforts and achieve objectives.

**Agency Management:** Manage relationships with external agencies and vendors, ensuring deliverables meet standards and timelines.

**Stakeholder Communication:** Communicate strategies and performance to senior management and other stakeholders.

#### **TASKS**

- Plan, develop, assist, and manage high-quality editorial and brand content across print, digital, and social media platforms.
- Create and oversee a multi-entity editorial calendar to ensure timely publication and distribution of enterprise projects (annual report, etc.), respecting the various organizations' schedules and other priorities.

- Work with various Kirkpatrick company staff to assign, edit, and proofread articles, reports, press releases, op-eds, and other documents for accuracy, grammar, style, and tone.
- Supervise freelance writers and fact-checkers, providing feedback to enhance their skills and ensuring adherence to deadlines and editorial standards.
- Work collaboratively with design and production teams to align editorial content with brand strategy and goals.
- Liaise with external partners, subject matter experts, and stakeholders to enhance editorial quality and relevance.
- Develop and implement editorial strategies that align with overall business and philanthropy objectives and audience engagement goals.
- Stay updated with industry trends and innovations, integrating new ideas and approaches into the editorial and brand-management process.
- Ensure all content complies with each entity’s editorial and brand guidelines and policies; establish those guidelines where they don’t exist.
- Analyze performance metrics and audience feedback to inform editorial and brand decisions and improvements.
- Prepare regular reports on activities and performance for senior management.

## **SKILLS**

- Exceptional writing, editing, and proofreading skills with a superior command of grammar and style.
- Strong analytical skills and the ability to translate data into actionable insights.
- Strong project management and organizational skills.
- Competencies in software like Microsoft Word, Adobe Creative Suite, Canva, Google Analytics, CRM software.
- Creative thinking and strong problem-solving abilities.
- Ability to work and respond collaboratively in a team environment.
- Ability to develop long-term strategies and translate them into actionable plans.
- Ability to drive innovation in editorial development and communications strategies.
- Ability to thrive in a dynamic environment, manage multiple projects simultaneously, and meet deadlines.
- Strong focus on achieving objectives and delivering results.
- Familiarity with SEO best practices and web analytics tools.

## **WORK ENVIRONMENT**

Office-based.

## **QUALIFICATIONS**

Bachelor’s Degree in English, Letters, Journalism, or other writing-intensive areas of study.

## **EXPERIENCE**

Minimum of seven years of experience in editorial, communications, or brand management roles, with at least three years in a senior or supervisory position.

## **COMPENSATION**

This position may be part-time or full-time. Full-time benefits commence at 30 hours per week. Compensation is competitive and will be commensurate with experience. Kirkpatrick Management provides 100 percent of individual premium coverage for Medical, Dental, Life, Short-Term and Long-Term Disability insurance. A 401(k) plan with an employer match is available to the employee as well as access to a Flexible Spending Account, Health Savings Account, and other voluntary insurance coverage plans. Additional benefits include two weeks (10 days) vacation, seven (7) floating holidays, and sick leave. The position will remain open until it is filled by a qualified candidate.

Kirkpatrick Management, Inc., believes that all persons are entitled to equal employment opportunity and expressly prohibits discrimination against employees or applicants on the basis of race, color, sex, religion, national origin, disability, sexual orientation, genetic information, veteran status, or any other status protected under local, state or federal law.

**For interested candidates, a cover letter with a resume and three references should be addressed to the attention of Louisa McCune, c/o Kirkpatrick Foundation, 1001 W. Wilshire Boulevard, Oklahoma City, Oklahoma 73116, or emailed to office @ kirkpatrickfoundation.com. The deadline for resume submissions is August 30, 2024. Please, no phone calls. We look forward to hearing from you!**