

**ARCHDIOCESE OF CINCINNATI  
POSITION DESCRIPTION**

**POSITION TITLE:** Editorial Director

**EFFECTIVE DATE:** 2/2025

**DEPARTMENT:** The Catholic Telegraph

**LEVEL:**

**POSITION SUMMARY:**

The Editorial Director is a visionary and collaborative leader with a strong track record of executional excellence. The Editorial Director oversees the monthly production of *The Catholic Telegraph* magazine and, in collaboration with the Digital Communication team, a regular stream of print and digital content that engages today's Catholics by conveying the beauty, goodness, and truth of the Catholic faith. The Editorial Director is expected to continuously improve the beauty and quality of the magazine's content while paying meticulous attention to editorial detail. The Editorial Director supervises a direct staff of three, numerous freelance writers and photographers, and key outside vendors (notably Kingery Printing and Canto Digital Asset Management).

The Editorial Director collaborates closely and congenially with the entire staff of the Department of Communication & Evangelization, as well as the other archdiocesan offices. The Editorial Director must be a model of professional conduct and always represent the Archdiocese of Cincinnati with honesty and integrity.

**CREDENTIALS & EXPERIENCE:**

1. A practicing Catholic in good standing with comprehensive knowledge of the Catholic Church, including its history, structure, doctrine and traditions. Passion for the Catholic faith and sharing it with others.
2. College graduate (any major) with at least 5 years' of relevant professional experience. Experience leading people and/or teams preferred.
3. Passionate about Catholic communication and evangelization. Extensive connections in Catholic media and/or publishing.
4. Excellent verbal and written communication skills. An engaging storyteller with a keen sense of cultural and Catholic relevancy.
5. Strong command of AP style. Skilled at, or willing to learn, Adobe Illustrator and InDesign. Possesses a good understanding of the full range of digital communication platforms and cross-platform optimization.
6. A forward-looking leader with a penchant for curiosity and adventure. Must be a creative problem-solver who appreciates historical approaches but is not constrained by them. Has a vision and passion for audience engagement.

7. Brand champion who can execute on-strategy, build buy-in from team members, and translate vision into results. Self-starter who productively leads the team without day-to-day oversight. Well-organized with strong attention to detail. Plans ahead.
8. Collaborative and enjoyable. Engenders trust. Builds productive and mutually-respectful relationships. Open to input and coaching.
9. Understands contracts, libel implications, and intellectual property requirements.

**REPORTS TO:** Director, Communication & Evangelization

**DUTIES & RESPONSIBILITIES:**

- 1.\* Continuously evolve *The Catholic Telegraph* magazine to more effectively engage today's Catholics with a particular focus on evangelizing through extraordinary beauty and compelling storytelling.
- 2.\* Oversee day-to-day operations of *The Catholic Telegraph*. This includes: (a) developing long-term content/coverage calendars with deadlines for submissions, revisions and final layouts; (b) managing fresh, engaging content themes relevant to chosen target audiences; (c) soliciting reader feedback through periodic surveys or other means; (d) annual production and distribution of the Archdiocese of Cincinnati Directory & Buyer's Guide; and (e) annual budget planning and ongoing management to budget.
- 3.\* Meticulous attention to editorial detail. Goal is zero content or technical errors.
- 4.\* Collaborate with the Digital Communication team to imagine, create and distribute compelling content across both print and digital platforms – e.g. social media, video, website, email. Provide collaborative leadership in the creation of a more robust and engaging website/digital platform for *The Catholic Telegraph* brand.
- 5.\* Be an expert in/champion for the respective brands and voices of the Archdiocese of Cincinnati and *The Catholic Telegraph*.
- 6.\* Lead and develop the staff of *The Catholic Telegraph*. Communicate clearly, provide constructive feedback and foster collaboration. Duties include annual reviews, coaching and development, employee engagement and morale, and (as necessary) hiring and terminating.
- 7.\* Develop, nurture and manage a robust lineup of high-quality Catholic freelance writers and photographers.
- 8.\* Write editorial and feature copy as needed.
9. Monitor trends in print and digital media/publishing with an eye toward new opportunities.
10. Actively participate in department and Pastoral Center priorities and activities, as well as perform any other tasks as assigned by the Director, Communication & Evangelization.

**SUPERVISION RECEIVED:** Reports to the Director, Communication & Evangelization.

**SUPERVISION EXERCISED:** Supervises the staff of *The Catholic Telegraph*.

**\*DENOTES ESSENTIAL FUNCTIONS OF POSITION**

<b>TERMS OF EMPLOYMENT:</b>	<b>Salary</b>	<b>7 hours per day</b>	<b>35 hours per week</b>
	<b>260 Days</b>	<b>12 months</b>	

**ORGANIZATIONAL RESPONSIBILITY:**

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

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Employee Signature

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Printed Name

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Date

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Supervisor Signature

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Printed Name

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Date