

Interim Executive Editor, *UU World* Magazine

August 17, 2021

OVERVIEW

On behalf of the [Unitarian Universalist Association](#), the Interim Executive Editor, *UU World* Magazine, will oversee and define the editorial direction of the *UU World* print magazine and [uuworld.org](#). This interim role will have the responsibility for leading editorial strategy and its implementation to cover national and local topics, advancing the UUA mission to align with organizational priorities, justice issues, and values.

Justice priorities include voting rights, climate justice, combatting criminalization, LGBTQ and gender equity, racial justice and centering the voices of Black and Indigenous People and People of Color, and the Movement for Black Lives. Commitments also reflect dismantling white supremacy culture within the wider world, congregations, and the broader Unitarian Universalist faith tradition. The Interim Executive Editor also embeds into editorial strategy the themes of UUA spiritual life and theological underpinnings to help equip our leaders for vital ministries for all audiences (families, youth, and children). This role will amplify and intertwine a UUA values-driven voice into editorial practice and *UU World* coverage of overlapping issues and news stories from the public arena.

About the UUA and *UU World* Magazine

The Unitarian Universalist Association is a progressive faith-based organization and religious denomination whose principles embrace the inherent worth and dignity of each person, the need for justice and compassion, the democratic process, and the interdependence of all people. Headquartered in Boston's waterfront Fort Point Innovation District, the UUA encompasses a national community of more than 1,000 self-governing congregations. The organization and Unitarian Universalist congregations actively live their values, including in the public square and within spiritual life. *UU World* is the semi-annual print and digital magazine of the UUA that is distributed to all members of UU congregations in the United States and is also available by subscription. The magazine and website are produced by our Periodicals Office as part of the Communications staff group at the UUA.

POSITION DETAILS

The Interim Executive Editor will develop the vision and guide conceptual and editorial direction of *UU World* print magazine and online content for [uuworld.org](#). We are looking for someone with a strong sense of how to cover national justice-based topics, alongside topics about spiritual life and local UU congregations. Proficiency in social justice and/or faith-based editorial is highly desirable. This role will report to the UUA Director of Communications.

Candidates should bring their own justice and equity interests that intersect with priority UUA issues and moral voice. The Interim Executive Editor will assess news cycles, ongoing public conversations, and overlap with UU values in order to frame magazine issues and editorial direction effectively. The editorial framework should also take into account the Unitarian Universalist landscape and themes related to Beacon Press and Skinner House books and publications.

The Interim Executive Editor should have a deep interest in UUA justice values reflected in previous work in issue-driven organizations or through lived experience. We are particularly interested in candidates who are passionate and knowledgeable about centering BIPOC and LGBTQ issues, with demonstrated experience and understanding of the complexity of these issues and how to translate them into editorial policy and practice.

The Interim Executive Editor should have a track record of building editorial strategy and making the most of team expertise and best newsroom practices. This role requires the building of trust with the internal team as well as with a range of external constituents, contributors, and writers.

We are interested in candidates who have significant newsroom and/or editorial experience. Strong candidates have a network of contacts with freelance reporters/writers, including from BIPOC and LGBTQ communities, and membership in culturally diverse professional organizations for referrals. Previous work should ideally highlight leadership in shifting from a print focus to a digital-forward approach, with a keen sense of how to integrate digital into strategy for a range of editorial and news stories.

The Interim Executive Editor should be up to date on magazine and editorial trends, including knowledge of how to engage younger audiences and current digital publishing practices. Ideal candidates have fluency in analytics to measure impact.

RESPONSIBILITIES

Ongoing

- Develop and hold vision for editorial direction for editorial team; collaborate on identifying topics and coverage based on audiences, for both print and online formats.
- Lead editorial planning, strategy meetings, and provide editorial feedback, supporting an environment for the editorial team as well as for staff writers and external authors, writers, and journalists to do their best work; manage Advisory Board relationships and input as part of editorial leadership.
- Make article and content assignments with the team, primarily to freelancers, using an integrated approach for both an online presence and semi-annual print magazine; choose vendors in keeping with the Periodicals budget and pull trending data as needed.

- Oversee work of external printing, photography, and design vendors, including the curation of multimedia content and creative assets with UUA staff.
- Attend Communications staff group team meetings to engage in collaborative editorial work and content planning across channels.

Deliverables

- Develop vision and conceptual framework for spring 2022 issue of *UU World* print magazine, based on UUA values and mission (magazine delivers late March to early May); lead development of attendant Magazine Content Plan in collaboration with editorial team.
- Spearhead the strategic development of an Editorial Calendar for the *UU World* website for first quarter of 2022, reflecting a mix of original digital content for uuworld.org, repurposing of print *UU World* magazine articles, and curated content from UUA channels (ex: social media, e-newsletters, website, etc.).
- Deliver finished manuscript and completed issue for spring 2022 *UU World* print magazine. Final magazine files with embedded artwork and creative are to be delivered to the printing vendor in coordination with the design vendor; work with the Business Manager as needed for distribution.

HOW TO APPLY

This is a remote Interim Executive Editor position of 21 hours per week (three full days weekly) for a six-month period. You may work from anywhere in the continental United States. The expected hiring range for this part-time, benefits-eligible, temporary position is \$33,600-52,260 depending on background and experience.

Candidates should apply by September 15, 2021. The interim appointment will be assessed for renewal at this benchmark, pending the hire of a full-time Executive Editor. Ideal candidates have prior newsroom experience that intersects traditional print with digital practices and a demonstrated ability to drive innovation. Must have a strong understanding of news planning, reporting, editing, and production, and experience as an editor and content producer.

Candidates should send a cover letter that conveys their interest and motivation for this role, a CV or résumé, and three samples of editorial work—indicating “Interim Executive Editor” in the subject line—via via e-mail to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. E-mail submissions preferred.