

Job Title: Editor 2	Position Title: Senior Editor, Office of Communications
Reports to: Senior Associate Director, Editorial	% Effort or Wkly Hrs: 100%
Department: MIT Sloan Office of Communications	Grade 8

Position Overview:

The Senior Editor oversees the entrepreneurship and future of work beats for MIT Sloan's Ideas Made to Matter digital publication, identifying, assigning, and editing work that connects global business leaders with actionable insights from MIT experts. The Senior Editor is responsible for all editorial tasks involving written content for those topic areas, ensuring that material is clear, consistent, complete, and credible and that text is well-written, grammatically correct, and accessible.

This beat explores entrepreneurial strategy and MIT's Disciplined Entrepreneurship framework, as well as new challenges and opportunities faced by entrepreneurs. The emphasis is on cultivating an entrepreneurial mindset and understanding innovation processes.

This beat also examines how technological advances, cultural shifts, and new workforce expectations are changing how people work. That includes a focus on automation, remote work, workforce diversity, and leadership in the digital age. While automation and artificial intelligence are drivers of change, the emphasis is on how people, roles, and organizational cultures are evolving in response to these changes.

The Senior Editor's work contributes to MIT Sloan's brand-driven content marketing strategy. Ideas Made to Matter raises awareness and understanding of MIT Sloan so that global business leaders can use our insights in their work, apply to executive programs, attend events, and otherwise engage with the school.

With the Senior Associate Director, the Senior Editor helps execute content strategy for the Ideas Made to Matter website. With content distribution platforms in mind, the Senior Editor develops and produces news articles and other content, including email newsletters and collaborations with the social media team and art director.

While much of the Senior Editor's work is rooted in traditional reporting, writing, and editing, they seek and welcome opportunities to communicate insights and ideas in new content formats and through new platforms and channels.

More broadly, they are responsible for establishing a position of trusted subject matter authority within professional communities, including internal stakeholders. To that end, the Senior Editor is committed to keeping informed of the latest developments in artificial intelligence, analytics, data, and other technologies that impact the decision making of global business leaders.

This is a hybrid position based in Cambridge, MA.

Principal Duties and Responsibilities (Essential Functions):****Assigning and Editing Content for Global Business Leaders (60%)**

- Researches and assigns articles about entrepreneurship, the future of work, and other topics as needed.
- Reads and edits materials and follows projects through all stages of production.
- Corresponds with authors to address editorial challenges and facilitate their review of editing. Acts as liaison with authors throughout production of articles and other written materials.
- Reviews design and copy for assigned projects and is responsible for engaging with, supervising, and maintaining a productive working relationship with freelance writers and proofreaders.
- Ensures work is equitable, inclusive, and representative of diverse voices in business and management.
- Independently develops content ideas. Develops and maintains relationships with faculty members, researchers, students, alumni, and staff across the school to sustain steady flow of engaging ideas.
- Contributes to content calendar, planning work in a meaningful and strategic manner to be able to meet daily and weekly deadlines.
- Occasionally attends conferences, speakers, and other in-person events as a means of developing sources and identifying content ideas.

Content development (25%)

- Guided by brand strategy and website and social media analytics, develops a strategic approach to developing entrepreneurship and future of work content that continuously engages an audience of business leaders.

- Collaborates weekly with Senior Associate Director, Editorial to develop relevant content for Thinking Forward, MIT Sloan's flagship newsletter with 90K subscribers, and potential future newsletter offerings.
- Oversees or contributes to additional content products, potentially including, but not limited to, Working Definitions series, weekly and monthly newsletters, updates to existing content, white papers and reports, and video and audio content.

Writing articles for global business leaders (10%)

- Writes Ideas Made to Matter articles about entrepreneurship, the future of work, and other topics as necessary.

Web content management (5%)

- Uploads news articles to website using Drupal content management system.
- Collaborates with the Associate Editorial Art Director on illustration and other design work and with the social media team for supporting digital content.

Other duties role needs or required.

Supervision Received: Senior Associate Director, Editorial, Office of Communications

Supervision Exercised: Role recruits, manages, oversees the work of freelance journalists, copy editors, proofreaders with expertise in topics above.

Qualifications & Skills:

Education: Bachelor's degree in journalism, communications, or another relevant field.

Experience: Minimum of three years' professional experience editing or creating business, science, or technology content in a news or editorial environment. Experience writing for digital platforms and with social media distribution in mind. Experience assigning to and editing staff writers and/or freelance writers.

Skills:

Required

- Experience assigning and editing work about complex business topics, with an emphasis on structural and line editing.
- Exceptional writing skills with ability to write clearly and with authority about business, technology, and management.
- Experience developing sources among busy professionals, including C-level executives, academics, entrepreneurs, researchers, and scientists.
- Experience packaging idea for digital consumption across multiple platforms and content forms.
- Solid editorial judgment, with a commitment to accurate and engaging content.
- Strong writing, structural editing, and line editing skills, with careful attention to detail and familiarity with Associated Press style.
- Strong organizational skills. Ability to handle multiple tasks, prioritize work, and meet deadlines.
- Demonstrated ability to work independently with minimal supervision, as well as collaboratively with team members.
- Ability to deal with confidential information using discretion and judgment.
- Commitment to an engaged, energetic, collaborative, and equitable office culture.

Preferred

- Experience assigning and editing work about complex business topics to freelance writers.
- Experience working with editorially driven social media networks and content platforms.
- Understanding of best practices in inclusive journalism, including diverse sourcing and writing and editing with a lens toward equity, inclusion, and justice.
- Understanding of analytics and tools for measuring impact and reach of content.
- Understanding of social media platforms, trends, tools, practices, and measurement.
- Understanding of design and photography best practices.
- Familiarity with content management systems.
- Willingness to conduct occasional evening and weekend work.

Competencies

Collaborating and building relationships
 Communicating with influence
 Exercising integrity and credibility
 Demonstrating strategic agility
 Implementing proactively and decisively

*** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.*