

Content and Copy Manager

STATUS: FULL-TIME

BENEFITS: YES

REPORTS TO: COMMUNICATIONS DIRECTOR

JOB LOCATION: INTERNATIONAL HEADQUARTERS OFFICE | PALMER LAKE, CO

JOB SUMMARY:

The Content and Copy Manager will report to the Director of Communications and will be responsible for gathering content and pertinent stories from several internal and external sources. This person will manage the writing of articles, newsletter and social media messaging. This person will also oversee the grant & foundation research as well the proposal writing function – which might include the utilization of outside resources.

KEY JOB RESPONSIBILITIES:

- Plan, write, edit, test and improve all external content, including (but not limited to) blog posts, press releases, knowledge base articles, email copy, newsletter content, reports, marketing collateral, landing page copy and other content throughout the HopeChest brand.
- Takes raw data and stories and transforms them into unique, compelling, and engaging copy for a wide-variety of communications needs.
- Create systems for retrieving stories from staff, field and partners to create evergreen content.
- Edits content and proofreads a variety of communications
- Includes the researching of grant and foundation opportunities – coordinating the writing and follow up proposal writing (which might include the use of outside grant writers).
- Develop, apply, and maintain content consistent with brand standards
- Collaborate with Marketing, and other HopeChest departments to develop a content strategy and calendar that aligns with HopeChest's growth initiatives, audience and missions.

Content and Copy Manager

REQUIRED EXPERIENCE:

- A BA/BS degree in marketing, communications, journalism, public relations, or a related field
- 3-4 years of work experience in a similar role
- Exceptional creative writing and grammatical skills
- Experience with creating and managing content strategies and content for print and web

ESSENTIAL QUALIFICATIONS:

- Committed Christian with a deep commitment to the mission of Children's HopeChest
- Exceptionally high level of honesty and integrity
- Passionate commitment to HopeChest's mission and core values
- Self-starter, results oriented and tenacious
- Organized and an ability to manage many details at one time
- Intelligent listener and good interpersonal communicator
- Professional demeanor in written and oral communication
- Creative and energetic problem solver
- Works well under stress and deadline pressures
- Ability to take basic ideas from concept to reality

TRAVEL REQUIREMENTS:

The position will not include travel as a regular part of the job expectations.

Any interested candidates should submit cover letter and resume to: HR@hopechest.org