

MANAGING EDITOR

Full-time | Remote eligible

Job Summary

Do you love journalism and crafting stories? Do you want to join a supportive team that cares about your career development and interests? Do you have a background as a journalist and experience in business writing? We're looking for an intellectually curious, highly organized Managing Editor to write long-form journalism for our print magazine, craft weekly articles for our website, and manage the production of our weekly newsletter and quarterly print magazine.

Responsibilities

Essential duties include, but are not limited to, the following:

- Writing journalistic articles for the web and longer in-depth pieces for the print magazine
- Editing sponsored content for distribution on the website
- Managing the editing, proofing and production process of the quarterly magazine and weekly newsletter to ensure accuracy and on-time distribution
- Writing or editing videos and video scripts, appearing in videos and moderating panels at events and virtually
- Writing content at our on-site events, which will include travel 3-5 times per year, or as needed
- Maintaining a positive working relationship with team members and service providers
- Completing other duties as assigned

Qualifications & Skills

- At least five years' experience as a writer and/or editor including at least two years of experience as a journalist
- Experience writing about business
- Knowledge of the banking industry is preferred
- Strong writing, copy editing and project management skills
- Knowledge of AP Style
- Willing to work under tight deadlines while still providing a high degree of service and professionalism
- Strong communication skills, time management and organizational skills, and the ability to collaborate with a team
- The position includes some night and weekend work, generally when onsite at our conferences

Benefits & Perks of Working at Bank Director

Our culture is one of teamwork and collaboration, where individuals look to exceed expectations. We are a friendly and ambitious team that takes pride in setting and clearing a high bar. In exchange, you will be rewarded with opportunities to develop your skills, the chance to be a part of a supportive team and excellent benefits.

Some of our benefits and perks include:

- 15 days of paid time off (PTO)
- Paid medical, vision and dental benefits for single employees - and deep discounts for those with spouses/families
- 3% match for 401(k) based on annual salary, regardless of your contribution, assuming an open account through the company's retirement plan
- Various employee outings and get-togethers throughout the year

Feel free to request our Benefits Summary to see an overview of benefits and perks offered by Bank Director!

About Bank Director

Headquartered just outside Nashville, **Bank Director** is a dynamic, diverse and profitable privately-held media company. Since our start in 1991, we have focused on the informational, educational and training interests of C-level executives and members of the boards of financial institutions. These key leaders trust our team and products to keep pace with their ever-changing landscape. We do so through *Bank Director* magazine, BankDirector.com, exclusive conferences, research reports, a comprehensive membership program and various social media channels.

How to Apply

To apply, please email your resume and three best business journalistic writing samples to Laura Schield, Chief Operating Officer, at lschield@bankdirector.com.