



## MANAGING EDITOR OF *PUBLIC DISCOURSE*

### **About The Witherspoon Institute**

The Witherspoon Institute is an independent research center that works to enhance and to promote public understanding of the moral foundations of free and democratic societies through research, publishing, and educational ventures orchestrated around the pillars of a decent and dynamic society<sup>1</sup>: marriage and the family; the university and intellectual life; constitutional government; and business and economics. Underlying our work in each of these areas is respect for the human person, bearing profound, inherent, and equal worth and dignity. This principle grounds our commitment to individual liberty and personal responsibility and our support of the character-forming functions of mediating institutions such as educational, religious, and civic organizations.

### **About *Public Discourse***

*Public Discourse* is the online journal of the Witherspoon Institute. We seek to enhance public understanding of the moral foundations of free societies by making the scholarship of our fellows and affiliated scholars available and accessible to a general audience. *Public Discourse* authors write on a wide array of topics in a variety of academic disciplines. They are united by a common commitment to the idea that truth exists, is knowable, and should inform our politics and culture.

*Public Discourse* publishes one article each weekday, approximately 1500-2000 words in length. We also publish a rotating schedule of special monthly content, including interviews with leading public figures; long-form essays of 3,000-5,000 words, followed by shorter response essays; featured collections of previously published essays, paired with a new introduction by our editor-in-chief; brief book notes; and a column from our book review editor.

### **Position Description**

Reporting jointly to the Editor-in-Chief of *Public Discourse* and Director of Operations of the Witherspoon Institute, the Managing Editor of *Public Discourse* will oversee the daily operations of the journal, including submissions, editing, publication, promotion, fundraising, and strategic development.

### **Key Responsibilities**

- **Editing and Publication (60%):**  
Manage editing process for all submissions through Submittable; edit all accepted essays; upload text to WordPress; schedule the publication of essays; schedule and send out reminders for monthly conference calls with contributing editors; lead monthly conference calls with editorial team to discuss essay ideas and topics; solicit essays in coordination with editorial team.
- **Event planning (10%):**

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<sup>1</sup> Stoner, James R. and Harold James, eds. *The Thriving Society: On the Social Conditions of Human Flourishing*. Witherspoon Institute: Princeton, 2012. See Chapter 1 by Robert P. George, “The Five Pillars of a Decent and Dynamic Society.”

Organize, plan, and execute occasional in person and virtual events; create ads to promote events; coordinate timing and format with speakers; moderate discussion or select a moderator amongst the contributing editors.

- **Promotion, Communications, and Fundraising (10%):**

Supervise marketing support contractor; occasionally tweet and post on social media; oversee targeted ad campaigns to increase web traffic and email subscription rates; help with the design of email campaigns and automated email sequences; maintain Pardot email database; carry out fundraising drives; design and update advertisements for Witherspoon events and announcements on PD site.

- **Administrative (20%):**

Manage Salesforce database; request review copies and maintain records of commissioned reviews; supervise contributing editors; process author honoraria monthly; grant and track reprint permissions; respond to queries submitted via contact form on website; ensure that technical systems are working properly, working with outside contractors and WI staff members as needed; oversee longer-term projects; ensure follow-through on the strategic goals of the journal.

The Managing Editor will be involved in a range of strategic planning and new initiatives, continually evaluating best industry practices regarding internal systems and resources. Depending on the candidate's skill set and experience, the Managing Editor may also play a role in shaping the content of the journal, soliciting articles, suggesting new topics and authors, and writing their own essays.

### **Requirements**

Successful applicants will have a bachelor's degree with 3-7 years of professional experience working in journalism, politics, advocacy, education, or research. Some experience working at similarly situated institutions is preferred but not required. Additionally, applicants should be proficient or able to quickly learn Facebook, Twitter, Instagram, Zoom, Microsoft Office Suite (especially Word, Excel, PowerPoint, and OneDrive), WordPress, Salesforce, Submittable, and Pardot. Knowledge of Adobe Pro, PhotoShop, and InDesign would be a plus.

Successful applicants will possess the following qualities:

- Excellent interpersonal and team skills, extremely collegial
- Outstanding communications skills, written and oral
- Excellent research, writing, editing, and organizational skills
- Integrity/ethics beyond reproach
- Keen attention to detail
- Demonstrated resourcefulness and good judgment
- Ability to manage multiple ongoing projects and contacts in an organized, professional fashion, creatively addressing any problems as needed
- Constantly looking to apply best practices
- Predisposition to mentor and subsequently increase responsibilities as team develops
- Willingness to take initiative and learn new skills as needed
- Confidence and organization in leading meetings
- Demonstrated enthusiasm for, understanding of, and commitment to the mission and goals of The Witherspoon Institute

### **Salary and Benefits**

This position is full-time and on-site in our offices in Princeton, New Jersey. The salary for this position is commensurate with experience, and full-time employees are eligible to participate in an employer-sponsored health insurance plan and, after one year of service, the Institute's retirement account.

### **Application Process**

To apply, please send the documents listed below in a single email to [info@winst.org](mailto:info@winst.org) with the applicant's name and position title in the subject line. Only those selected for an interview will be contacted. No phone calls, please.

- Cover letter, describing your interest in both the work of the Witherspoon Institute and in the specific position to which you are applying
- Resume or CV
- Three references, including contact information and your relationship to the referee. Please include at least one professional reference that can speak to your abilities to fulfill the job duties outlined herein and at least one academic reference that can speak to your intellectual curiosity.