



Construction Advancement Program
of western pennsylvania fund



Master Builders' Association

Of Western Pennsylvania, Inc.

Sponsor of Construction Advancement Program

POSITION DESCRIPTION

POSITION TITLE: Managing Editor – Publications & Research

JOB STATUS: Exempt

REPORTS TO: Executive Director

REVISION DATE: February 10, 2025

ROLE SUMMARY:

The Managing Editor will oversee the editorial operations for **BreakingGround (BG)** (six issues annually), **DevelopingPittsburgh (DP)** (two issues annually) publications, and email news content updates in a regular cadence. This individual will lead the editorial team (internal staff and external volunteers), manage production schedules, ensure content quality, and coordinate with stakeholders, including contributors, designers, and sponsors. This individual will craft engaging articles, branded content, and promotional materials while maintaining the publications' tone and style. This individual will be positioned to support industry and market research informed communications, programs, and services working with colleagues and volunteer leadership. The Managing Editor will play a critical role in maintaining the publications' high standards and ensuring deadlines are met.

RESPONSIBILITIES:

Editorial Management

- Develop and oversee the editorial calendar for BG and DP, ensuring alignment with publication timelines.
- Assign content to writers, contributors, and editors based on thematic and production needs.
- Review and edit all submitted content for quality, accuracy, and adherence to editorial guidelines.
- Ensure a cohesive voice, style, and tone across both publications.
- Collaborate with internal/external Creative Team to ensure visuals and layouts complement written content.

Content Creation

- Write and edit engaging feature articles, industry news, and thought leadership pieces for both publications.
- Collaborate with other contributors to develop original content ideas aligned with editorial themes.

- Craft compelling headlines, subheadings, and captions to enhance readability and audience engagement.

Production Oversight

- Manage the production process from content creation to final publication, including print and digital formats which may be accomplished through external vendor relationships.
- Coordinate with designers, copyeditors, and proofreaders to meet production deadlines.
- Oversee layout approvals, ensuring content and advertisements are correctly placed.
- Troubleshoot production challenges and maintain a proactive approach to problem-solving.

Contributor and Stakeholder Relations

- Recruit and manage freelance writers, photographers, and other contributors, including but not limited to internal copywriter staff.
- Serve as the primary point of contact for stakeholders, including vendors, sponsors, and partners.
- Communicate deadlines, expectations, and feedback to all contributors.

Sponsorship Integration

- Lead the internal team supporting sponsorship relationships to align sponsored content and graphics/messaging with editorial content and overall publication strategy.
- Ensure sponsorships are seamlessly integrated into each publication without compromising editorial integrity.

Quality Assurance and Compliance

- Maintain high editorial standards, ensuring all content adheres to legal and ethical guidelines.
- Develop and or improve digital content and delivery based on readership and audience analytics.
- Implement quality control measures for fact-checking, proofreading, and brand consistency.

Performance Monitoring and Reporting

- Develop, track and analyze key metrics for readership and revenue performance.
- Prepare regular performance reports for leadership and recommend improvements to processes.

Industry Data, Research, and Contributions

- Develop/manage and analyze key data insights and reporting to support other service-related departments within the MBA and related organizations.

QUALIFICATIONS:

Education and Experience

- Bachelor's degree in Journalism, Communications, English, or related field (Master's preferred).
- 5+ years of editorial experience, with at least 2 years in a leadership role.
- Proven experience managing publications with multiple editions annually.

Skills

- Exceptional writing, editing, and proofreading skills.
- Strong project management and organizational skills, with the ability to handle multiple deadlines.
- Proficiency in editorial tools (e.g., Adobe InDesign, WordPress, or other CMS platforms).
- Excellent interpersonal and communication skills for managing teams and stakeholders.
- Familiarity with sponsorship integration in publications.

Personal Attributes

- Detail-oriented, proactive, and highly organized.
- Curious and motivated self-starter with a proven sense of initiative and ownership.
- Collaborative entrepreneurial characteristics with the ability to inspire and motivate teams.
- Flexible and adaptable to changing priorities.
- Strong commitment to maintaining editorial integrity and quality.

Preferred Qualifications

- Experience in publishing within the construction, commercial real estate, or other similar regional or trade publications.
- Knowledge of print and digital publication workflows.
- Familiarity with sponsorship sales processes.

SALARY AND BENEFITS

- Competitive salary commensurate with experience.
- Benefit package includes health insurance, retirement plans, PTO, etc.
- Professional development opportunities.

EQUAL OPPORTUNITY

The MBA is an equal opportunity employer and does not discriminate on the basis of race, skin color, national origin, gender, gender identity, gender orientation, age, religion, disability status, veteran status or any other trait protected by law. Diverse individuals are encouraged to apply.

INTERESTED CANDIDATES

If you are an accomplished professional who is ready to serve a mission-driven Board and are eager to work in support of the industry and membership with a group of multi-talented and hardworking colleagues, please submit your resume, cover letter, and writing/editing samples, including salary requirements, to vcoen@mbawpa.org. Applications will be reviewed on a rolling basis.