

Writer/Editor Council of Independent Colleges

The Council of Independent Colleges (CIC) is the major national service organization for all small and mid-sized, independent, liberal arts colleges and universities in the U.S., some international and two-year institutions, and all state fundraising consortia for independent colleges. Currently, more than 630 colleges and universities and 80 organizations are members. CIC programs include conferences, externally funded projects, communications and making-the-case initiatives, and other activities designed to assist institutions in improving leadership, educational programs, curricula, pedagogy, administrative and financial performance, and institutional visibility. CIC has 24 full-time staff in downtown Washington, DC, and 13 part-time senior advisors who work from other locations. The communications staff currently includes a vice president, publications manager, half-time manager of web communications, and a part-time senior advisor for media relations. CIC offers competitive pay and an extensive benefits package.

Responsibilities

The responsibilities of the writer and editor include: a) drafting and revising original texts for CIC's newsletter, annual report, special reports, press releases, and other core publications; b) editing, revising, and proofing for style and consistency of CIC's large number of programs and project booklets, marketing brochures, and conference programs and materials; c) drafting, editing, and proofing of website materials and adapting CIC publications into online content; d) assisting in media relations and preparations for CIC's annual College Media Conference for campus PR directors; and e) working with the vice president for communications, publications manager, and other senior staff to plan and support CIC's annual editorial calendar. Duties also include handling email communications, distribution of press releases, ensuring adherence to good content strategy practices in an association environment, and other staff duties. The writer/editor reports to the vice president for communications.

Qualifications

The ideal candidate will have advanced writing and editing skills; experience as a writer and/or editor of expository prose; be knowledgeable about key trends in independent higher education; and have at least two years of experience working in nonprofit independent liberal arts colleges or universities or higher education associations, or demonstrably relevant experience in educational, government, or philanthropic organizations that work directly with these institutions. A bachelor's degree, preferably in English or journalism, is required. Knowledge of best practices and key trends in print and digital content, familiarity with style guidelines (Chicago Manual of Style), and enthusiasm for working in a fast-paced team, collaborative environment are key. Technical skills such as familiarity with web CMS tools, Microsoft SharePoint, Microsoft Office applications, Adobe Creative Suite, and Microsoft CRM are desirable.

Application Process

To apply, email a letter of interest, résumé, at least two writing samples, salary requirements, and contact information for at least two professional references to: WriterEditorSearch@cic.nche.edu.

The position is available now; review of applications will begin immediately. It is highly desirable that the candidate selected for the position be able to begin work in early to mid-February.