



Department Marketing and Communications
Job Title Content Developer & Editor
Location Westport, CT

SeriousFun Children's Network, founded by Paul Newman, is a growing global community of independently managed and financed camps and programs, which have come together with a common purpose – to serve children with serious illnesses and their families, free of charge. Through our 30 initiatives around the world, SeriousFun reaches more than 120,000 children and families annually.

Learn more at <https://www.seriousfunnetwork.org>

Position Overview

The Content Developer & Editor, Marketing & Communications, will create content and copy to support key marketing and development strategies; serve as copyeditor for cross-functional, externally-facing materials; and support the communications efforts of Support Center leadership.

The Content Developer & Editor reports to the Director of Marketing & Communications, and collaborates with the Associate Director and Brand Associate of the Marketing & Communications department, in developing and managing content required to fulfill the departmental strategy. In a secondary role, the Content Developer & Editor supports the Development team in creating and editing copy for stewardship newsletters, fundraising appeals, and events materials.

Responsibilities included, but are not limited to:

- Contribute to and execute the organization's mission and strategy by conceptualizing, creating, and editing content for use in all forms of organizational marketing and communications including press releases, internal and external newsletter articles, fundraising appeals, video and speech scripts, executive talking points and presentation notes, media talking points, FAQs, print materials, as well as other materials as needed.
- Lead on the development of and project management for the organization's Annual Report.
- Develop content to support digital marketing initiatives aimed at increasing brand awareness and engagement among existing and new audiences.
- Develop content to support the organization's Ambassador program.
- Assist in creating and managing the content/editorial calendar for the Network voice and Support Center.
- Provide editing and proofreading support to the Marketing & Communications, Development, Program, and Executive departments as appropriate.
- Develop, grow, and maintain relationships with Support Center staff, Camp staff, partner contacts, as well as camper families and volunteers, through collaboration on content angles and opportunities.
- Provide on-going communications support to Network members to advance the SeriousFun brand.
- Contribute to the development of high-quality work through the creation, implementation, documentation, and updating of editorial style policies and procedures (including template structures and writing guidelines) that foster readability and consistency throughout the organization.

Required Skills

- 5-7 years' experience that includes advanced writing and editorial skills, compelling storytelling talent, effective brand representation, and functional project management skills;
- High-level understanding of content development and the editorial and marketing factors that encourage reader engagement, including but not limited to best practices for web content, and content maintenance and updates;
- Experience working with collaborators (internal and external) to develop and edit blogs, articles, speeches, and fundraising appeals, among other pieces of content;
- Proven project management skills including organization, multitasking, prioritization of workload, and independent follow up so you can deliver a high volume of projects on tight deadlines;
- Ability to work both independently and as a team player to complete critical projects within a fast-paced environment.

Minimum Qualifications and Education Requirements

- Education: Bachelor's Degree (e.g. BA, BS) or equivalent
- Years of Relevant Work Experience: 5-7 years
- Strong writing, editing, communications, and project management skills;
- Proficiency in Microsoft Office Suite: Word, Excel, PowerPoint;
- Ability to work effectively within a professional environment and collaborate with multi-disciplinary teams;
- Ability to multi-task amidst multiple deadlines.

Preferred Skills

- Proficiency in Adobe Creative Suite: Photoshop, Illustrator, InDesign, Dreamweaver;
- Knowledge of HTML;
- Understanding and application of SEO best practices;
- Active participant on social media platforms;
- Commitment to excellence and to the mission of SeriousFun Children's Network;
- Experience in working in NGO's or other non-profit organizations.

Compensation is commensurate with experience and relevant labor market comparisons.

To apply, please follow the link to complete an application, upload your cover letter, resume and salary requirements for consideration:

<https://form.jotform.com/90345871330151>