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# Example of Manager, Editorial Job Description

Our company is growing rapidly and is looking to fill the role of manager, editorial. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manager, editorial

* Work with stakeholders to measure KPI’s, set benchmarks, and assist in determining optimal pricing and bundling strategies
* Write reports on the project for key stakeholders including milestone reporting, bi-weekly and monthly updates
* Be responsible in a variety of projects, ensuring quality and timeliness of editorial production
* Editorial Skill and Published Products
* Meet (virtually and in person) with the various operating countries (OpCo s) content teams and other stakeholders (Product, Marketplace, Legal, GTM, Analytics) to understand the company goals and how the content group fits in
* Immerse yourself in competitors’ products and relevant, snackable, content providers
* Own and publish monthly internal email focused on developments and insights on Content and Technology
* Spot editorial and content trends and respond to them in a timely manner
* Establish, track, and report progress on content metrics and KPIs for leadership and the entire company
* Assigns and edits copy for projects

## Qualifications for manager, editorial

* Experience training and developing staff, and delivering constructive feedback
* Experience creating strong online content
* An expert knowledge of SEO
* Ability to adapt to multiple editorial styles depending on the client
* Ability to work collaboratively in a team environment within an open office
* Minimum 3-5 years of work experience in communications