Dare 2 Share Ministries
Job Description: Gospel Advancing Content Editor

DEPARTMENT: Mobilization Division
LOCATION: D2S Headquarters, Wheat Ridge, CO
REPORTS TO: Vice President of Mobilization
TYPE OF POSITION: ☑ Full-time □ Part-time □ Volunteer □ Intern □ Contract
HOURS OF WORK: 40 hours/week, Monday-Friday, 8:30am-5pm
INTRODUCTORY PERIOD: 90 Days

THE MOBILIZATION DIVISION’S PURPOSE
To activate leaders around the world through involvement with Dare 2 Share programs and resources in order to mobilize them for Gospel Advancing Ministry so that they accelerate the global Gospel Advancing Movement.

KEY OUTCOMES FOR DIVISION
- A Gospel Advancing Leader in every continent, country and community.
- Meet and exceed Dare 2 Share’s revenue goals.

POSITION SUMMARY:
The Gospel Advancing Content Editor (GACE) is a consummate consumer of content and well-versed in curating from multiple sources to meet editorial objectives as well as creating. This administratively strong servant-leader is responsible for overseeing all training content for the Gospel Advancing Movement – both nationally and internationally, working with all other content contributors.

The GACE will be responsible for organizing projects, meeting deadlines and working cross functionally. They will need to demonstrate the ability to understand strategic goals, as well as positioning and messaging, to develop on-target content that inspires and motivates leaders to the movement as well as content that helps them to deepen their effectiveness. This position requires experience in using digital and print content to support strategic organizational objectives. The GACE will manage multiple projects simultaneously across the Mobilization Division.

TYPICAL DUTIES AND RESPONSIBILITIES:
The Work Examples and Competencies listed are for illustrative purposes only and are not exhaustive.

1) Content Creation and Curation (60%)
   a) Strategic thinking and planning to maximize our content and training across multiple channels so that we create synergy in our messaging and channels.
   b) Collaborate with content providers and program producers to ensure effective messaging and delivery.
   c) Refine and organize content for assets to be used by outside trainers and/or partners always looking to maximize opportunities to recruit and develop Gospel Advancing Leaders. Work closely with other leaders and departments as needed.
d) Write and develop clean, creative and consistently high-quality content to resource the revolution and reach the “vast middle” of youth leaders through blogs, e-resources, training event collateral, podcast resources, curriculum, and social channels.

e) Manage and know the depths of our content inventory and find creative opportunities for content repurposing and reuse.

f) Light design responsibilities as they relate to content creation.

2) Project Management (40%)

a) Drive content timelines and calendars, working with internal and external contributors, and project manage multiple content development efforts to ensure timely delivery of assets.

b) Organize stories, resources, and translations of our resources for the movement.

c) Manage the production of digital and print content that is consistent with the organization’s brand, style and tone.

d) Manage copyright process and content sharing agreements.

REQUIRED TRAINING, EDUCATION AND SKILLS

- Personal familiarity with Dare 2 Share Ministries’ products, services, and events and the Gospel Advancing Ministry philosophy.
- 5 years of experience/involvement in the youth ministry market.
- 2-3 years of writing experience, preferably in digital content creation and editing space.
- Experience with digital delivery systems (webinars/podcasts/LMS).
- Technically savvy, comfortable using multiple software applications (i.e., proficiency in Word, Excel, PowerPoint).
- Portfolio of writing samples for a range of content types: blog posts, eBooks, PPT, articles, etc.
- Natural ability to tell stories and a demonstrated knack for engaging readers with relevant and sticky content.
- Excellent project management, editing and proofreading skills with solid attention to detail.
- Ability to remain calm in stressful situations, working on multiple priorities simultaneously.
- Strong administration and organizational skills.
- Strong communication skills, written and verbal.
- Passion for THE Cause (Matthew 28:18-20) – dedicated to a lifestyle of personal evangelism.

KEY PERFORMANCE INDICATORS FOR THIS POSITION:

- Return On Impact (ROI) per strategy and program to fuel the Gospel Advancing Movement.
- On time preparation of content, resources and program development.
- Successful execution of trainings and content delivery.
- Curate current content library.
- 24-hour turnaround in communication (internal and external).

The applicant chosen for this position must have no reservations about the Dare 2 Share Ministries “Statement of Faith”, must fully support the expressed purpose of D2S, and must be prepared to exercise and model the core values expressed by the ministry.