



Managing Editor
Full-Time
Based in Alexandria, VA

Position Description

The Center for Public Justice seeks a Managing Editor to oversee the planning, development, editing, and production of written and digital content across CPJ platforms. The Managing Editor serves as the operational and editorial lead for CPJ's publications and communications workflow, ensuring consistency, clarity, theological integrity, and strategic alignment across all content.

This position reports to the Director of Communications and collaborates closely with program leads, fellows, interns, student writers, external contributors, and organizational leadership. The Managing Editor will play a key role in cultivating emerging writers, shaping editorial direction, and expanding CPJ's public engagement through thoughtful and accessible content.

The Center for Public Justice

The Center for Public Justice (CPJ) is a nonpartisan, independent, Christian civic education and policy organization whose mission is to serve God by equipping citizens, developing leaders, and shaping policy to advance justice for the transformation of public life. A commitment to Christ in all that we do is essential to the fulfillment of CPJ's mission; therefore, any interested candidate must be able to demonstrate their faith commitment in practice and explain how they envision their faith connecting with their role at CPJ.

Key Responsibilities

Editorial Leadership

- Serve as the managing editor and primary copy editor for CPJ's written and digital content, including articles, educational resources, newsletters, reports, and special publications.
- Ensure consistency in tone, theological integrity, editorial quality, and adherence to organizational style guidelines across all content.
- Collaborate with the Director of Communications to shape editorial priorities and publication strategy.
- Maintain and refine editorial standards, workflows, and production systems.

Content Production

- Develop and manage a comprehensive editorial calendar for CPJ publications, organizational priorities, campaigns, and educational initiatives.
- Coordinate the full editorial process from pitch to publication, including assignments, deadlines, revisions, approvals, and scheduling.
- Work cross-functionally with communications, programs, and leadership teams to align content with organizational goals and public engagement strategies.
- Ensure timely production and publication of content across digital and print platforms.

Writer Management and Development

- Cultivate and maintain relationships with external contributors, student writers, fellows, and emerging voices aligned with CPJ's mission and editorial priorities.
- In collaboration with program directors and communications leadership, identify and recruit prospective writers and contributors from relevant academic, ministry, policy, and civic networks.
- Provide editorial feedback and mentorship to emerging writers, helping develop their voice, clarity, and understanding of public justice principles.

Administrative and Operational Support

- Maintain organized editorial records, contributor databases, contracts, and workflow documentation.
- Track assignments, publication timelines, and contributor communications within organizational systems, including Trello and Virtuous.
- Coordinate with operations and finance staff regarding contributor agreements and payment processes.
- Assist in evaluating editorial analytics and audience engagement trends to inform future strategy.

Expectations

- Demonstrate strong editorial judgment, attention to detail, and organizational leadership.
- Be able to manage multiple projects and deadlines simultaneously with professionalism and adaptability.
- Work independently with minimal supervision while collaborating effectively across teams.
- Experience managing publication workflows, editorial calendars, and multiple contributors.
- Exhibit strong interpersonal skills and the ability to mentor developing writers with clarity and encouragement.
- Contribute proactively to the strategic growth and public influence of CPJ's publications and communications.

- Possess a passion for justice and a conviction that government bears responsibility to contribute to the flourishing of communities.

Preferred Qualifications

- Significant experience in editing, journalism, publishing, communications, or related fields.
- Familiarity with theological, public policy, civic education, or nonprofit communications environments.
- Experience mentoring or supervising student writers.
- Familiarity with multiple editorial style guides and digital publishing platforms.
- Demonstrated ability to translate complex ideas into compelling content for broad audiences.

Education

This position requires an undergraduate degree. Backgrounds in theology, philosophy, political science, communications, journalism, English, history, or related fields are preferred.

Salary and Benefits

The salary range for this position is \$62,000 - \$72,000, depending on experience and skill. CPJ offers a generous benefits package which includes: 100% paid medical, dental, vision, short- and long-term disability insurance and EAP; 16 paid holidays; paid family medical leave; two weeks of paid discretionary leave (three weeks after the first year of employment); and a flat/non-matching employer contribution to a 403(b) retirement plan of 3% of the annual salary. This position is hybrid-eligible, meaning up to two weekly telework days (Mondays and Fridays) are available. CPJ has daily core hours from 10am–3pm Eastern; the Managing Editor is eligible to request a formal flexible work agreement for the remaining daily hours.

To Apply

To apply, please submit a cover letter, two writing samples, a resume, a portfolio of work you have edited, along with three references, including one who can speak to your spiritual maturity to Ally Harnsberger at hr@cpjustice.org. The writing sample should include at least one non-academic piece. We will acknowledge receipt of your materials; please no email or phone call follow-ups.