



Associate Editor Position Description

Summary

PEAK Grantmaking is a vibrant membership community of more than 8,000 professionals who specialize in grants management for funding organizations and advance shared leadership and learning across the philanthropic sector. PEAK elevates their expertise and fosters collaboration to strengthen the practice of grantmaking, empowering grants management professionals to lead the way in operationalizing equity-centered, values-driven grantmaking practices. We enable philanthropy to achieve its full potential to fuel change for good.

PEAK seeks an experienced publishing professional to join our communications program as Associate Editor. PEAK's communications program serves a strategic role in guiding and implementing the organization's outreach to its members, the profession, and the larger field of philanthropy by demonstrating and amplifying the unique value of PEAK membership in advancing effective, equitable grantmaking practices. The Associate Editor manages the planning, crafting, editing, and optimizing of a broad range of communications products, including editorial, resources, publications, marketing, and multichannel content.

The Associate Editor possesses a keen eye for detail, exhibits good design judgment, and is a strong writer. Alongside Communications Team colleagues and all PEAK staff, the Associate Editor works to ensure PEAK's messaging and thought leadership are communicated effectively to members and sector professionals.

The Associate Editor reports to the Publications Editor.

Duties, Responsibilities, and Authority

Key duties and responsibilities:

- **Editorial development and production:** Project manages, develops, assigns, writes, edits, proofs, sources images, and manages contributor outreach and support to publish weekly and monthly Insights
- **Marketing Support:** Supports development and production of marketing campaigns, crafting content for collateral, email, direct mail, presentations, and correspondence
- **Media and PR Support:** Crafts media and partner releases and works collaboratively on developing pitches
- **General Editing:** Serves as editor-at-large, supporting team, staff, executive, and board communications needs

- **Special projects and SEO support:** Supports online publishing and updates, working collaboratively with the marketing and experience manager to enhance online content presentation and SEO
- **Brand management:** Supports updating and maintaining editorial guidelines and style guide, and ensures compliance across all communications
- **Sector news and insight sourcing:** Curates weekly roundup of grantmaking insights. Collaborate with communications team in monitoring and sourcing news and story ideas from the PEAK community

Requirements and Qualifications

- **A dynamic storyteller** with deep experience in developing compelling content that showcases thought leadership and practical insights
- **An adaptable writer** experienced at working across channels and formats ranging from short-form digital content to feature reporting, interviews, announcements, reports, social media, collateral, and event marketing
- **A strong collaborator** who can effectively work with a diverse group of internal and external stakeholders, including staff, volunteers, contributors, partners, supporters, and the media
- **A capable project manager** comfortable handling multiple projects simultaneously with a meticulous attention to detail
- **An outstanding editor** with a keen sense of how to creatively improve and polish draft content and respectfully support internal and external contributors in the process
- **A competent digital publisher**, with ample experience website publishing tools
- **An avid learner** curious about and dedicated to continually deepening their understanding of philanthropy, the profession of grants management, and our membership

Additional qualifications:

- A minimum of 5 years' experience in a comparable role. Previous experience in the philanthropic sector, at a nonprofit, or at a membership association is a plus.
- Advanced proficiency using M365 applications (Outlook, Word, Excel, PowerPoint, SharePoint, and Teams)
- Experience and proficiency using collaborative project management, communications, and content management systems, such as Asana, Slack, and WordPress
- Approach work assignments with an equity lens, and work to build personal knowledge and experience in this area



- Strong attention to detail, and a high level of customer service skills
- Ability to handle multiple assignments and proactively communicate about timeline changes as priorities shift, as well as coordinate with supervisor to manage assigned projects
- Ability to work remotely and engage with a virtual team, as well as work collaboratively and independently on assigned responsibilities
- The ability to travel is required. Travel for this position could include attending the annual convening, staff retreats, and member events.
- Possession of valid U.S. work authorization. At this time, PEAK is unable to sponsor or take over sponsorship of employment. Therefore, applicants for this position must be authorized to work for any employer in the United States.

Compensation

A comprehensive salary and benefits package will be offered. The starting salary range for this position is \$80,000–\$85,000, commensurate with experience.

Location and Work Environment

This position is fully remote. PEAK staff work at home, on the road, or in a satellite location for all or part of the regular workweek. You will use software and video conferencing to collaborate and stay connected with staff and PEAK members.

Equal opportunity and having a diverse staff are fundamental principles of PEAK Grantmaking, where employment and promotion opportunities are based on individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, age, national origin, marital status, citizenship, disability, veteran status, or any other protected category as established under law.

PEAK is committed to the full inclusion of all qualified individuals. Therefore, PEAK will take any required steps to ensure that candidates with disabilities are provided reasonable accommodation to fully participate in the job application and interview process. Please submit your requests through the application form. Note that all applicants invited to interview will be provided with a list of questions in advance of meeting with PEAK team members.

Similarly, reasonable accommodation will be made to enable staff members with disabilities to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment at PEAK.

Application Process

[Use this link](#) to apply for this position. Please upload the following documents, preferably in a single PDF with links:



- Cover letter
- Résumé
- 3–5 writing samples