Freedman Consulting, LLC: Managing Editor

Freedman Consulting, LLC, a strategic consulting firm, seeks a skilled self-starter with strong organizational and execution skills, to join the Bloomberg Cities Content Unit as Managing Editor. The Managing Editor will join a growing team of content and research professionals working in partnership with Bloomberg Philanthropies on the growing Bloomberg Cities Network. S/he/they will contribute to content development, support editorial operations, manage workstreams, track projects, direct client communications and enhance overall operations of the team. The Managing Editor will direct new and ongoing projects that bolster Bloomberg Philanthropies’ government innovation efforts including the recently launched hub dedicated to sharing resources and support for local government innovators (https://bloombergcities.jhu.edu/).

The Managing Editor will be comfortable working in a fast-paced environment, bring interest and enthusiasm in the field of public-sector innovation, and offer creative thinking and strategies for advancing discrete project work streams and deliverable development with minimal oversight. The team’s work aims to inform academic and philanthropic partners, Bloomberg Philanthropies and Johns Hopkins University Center for Civic Impact, as well as thought leaders and key decision makers, and other strategic partners.

The Managing Editor will work across a range of project initiatives in a client-facing capacity playing a key role in tracking assignments, monitoring deadlines, and leading operational support. Primary responsibilities for the Managing Editor include:

- Developing workflow tracking and ensuring smooth operational systems to support project strategies and workplans
- Conceptualizing, drafting, and editing a variety of client-facing material including project plans, memos, briefs, and occasionally content for external audiences
- Directing tasks and assignments on individual projects
- Providing strategic guidance to colleagues and clients
- Directing client interactions, including facilitating meetings, calls, and presentations

**Qualifications of the Ideal Candidate:**
At least 7-10 years of previous policy, legislative, consulting, journalism, editing, or management experience is preferred. Applicants must possess excellent organizational and
writing skills, problem solving acumen, demonstrated project management capabilities, strong presentation skills, and the ability to think through complex issues critically and strategically. Salary and benefits are competitive and commensurate with experience.

To apply, please submit your resume, cover letter, and a writing sample to ME@tfreedmanconsulting.com.

Freedman Consulting, LLC is an Equal Opportunity Employer. Freedman Consulting does not discriminate on the basis of race, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

*All Freedman Consulting employees are currently working remotely during the COVID-19 crisis and new employees would work remotely until conditions are determined safe for office reopening.*