
CONTENT CURATOR

Position Details

- Reports to: Marketing Operations Manager
- Department: Marketing
- Location: Remote
- Classification: Full-time
- FLSA: Exempt

Summary

We have one purpose here at CDF Capital – to Help Churches Grow. While not always an easy task to market, the part we love is that we get to do so in a variety of ways. We are looking for someone to come in and be the “doer” of our projects: to research, identify, catalog, tag, and distribute our content to our Networked Church Leaders and support Leadership Network.

Essential Functions

- Coordinate and research, with Leadership Capital, on content trends and hot topics for church leaders
- Review current CDF Capital, Exponential, and Leadership Network content to create collections and connections between content
- Research other content providers for relevant content around the topics we care about
- Work with the Exponential Content Director to plan, package, and distribute content to shared audiences
- Research for our field team, content and resources around specific topics for them to share with individual leaders as necessary
- Other duties as assigned

Key Qualifications

- A living, vital faith in Jesus Christ.
- Executive Pastor or senior leader of a church
- Minimum of degree in MA in Theology or BA in Bible Studies preferred
- Demonstrated knowledge in research and research methods
- Excellent communication skills
- Ability to make decisions and make sound judgement on content
- Ability to work collaboratively across multiple organizations
- Ability to manage multiple projects at the same time and hit deadlines
- Strong verbal and written communication skills
- Up to 25% travel required

General Information

Benefits

CDF Capital provides a generous benefits package that includes paid time off, health, dental, vision, and a 403(b) retirement program.

Working Conditions

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the position. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

The employee must sit for prolonged periods, and stand, walk reach, twist, turn, bend, and stoop in the performance of daily office activities. The employee must be able to grasp, use repetitive hand movements and fine coordination to use a computer keyboard. The position also requires the employee to use near vision in reading correspondence, data and using a computer. Hearing is required when communicating by phone and/or in person. The need to lift, drag, and push files, paper and documents weighing up to 25 pounds is also required.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

About CDF Capital

Helping Churches Grow Since 1953

We believe that every person is on a spiritual journey of transformation, and the best place for that journey to happen is in God's Church. Church growth, however, is about more than just attendance – it is about discipling spiritually maturing believers, creating a culture of healthy leadership, and exercising sound financial stewardship. When we partner with the Lord and with churches to generate Spiritual, Leadership, and Financial Capital, the results are transformational. We call this Transformational Capital.

To learn more about CDF Capital, please visit www.cdfcapital.org.