



Digital Content Manager

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for others” in the Jesuit tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory, located in San José, California, invites applications for a full-time Digital Content Manager. The Digital Content Manager has overall responsibility for the messaging, content, and appearance of the school’s core web properties including maintenance and operation. Reporting to the Vice President for Advancement, the Digital Content Manager will work closely with colleagues in the Office of Advancement, Development Department, and Administration, and will collaborate with faculty and staff from across the school on a variety of web-related tasks.

Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular programs.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Responsibilities:

- Handle the day-to-day maintenance and operation of core web properties
- Author, edit, and refresh content with the school’s mission, standards, and voice in mind
- Create and maintain a content calendar to ensure digital assets are refreshed regularly, relevant, and complete
- Optimize landing and content pages for mobile and with modern SEO in mind
- Architect and layout pages to surface the most appropriate and high-impact information
- Facilitate posting to 3rd party social/interactive sites such as Facebook, LinkedIn, Twitter, and YouTube
- Lead charge with faculty and staff to create, edit, and post online content relevant to their department(s)
- Create appropriate and effective imagery and web content
- Effectively manage, warehouse, and catalog all website content assets
- Support the digital elements of special events and initiatives as well as marketing and fundraising campaigns
- Orchestrate and assist with targeted email communications
- Create and manage response-based assets and catalogs such as event registration, online storefronts, directories, etc.
- Keep up to date with industry best practices and monitor content activities of competitor websites
- Ensure a quality web experience by regularly monitoring web activities, measuring content performance, and leveraging analytics and associated tools
- Work with the internal IT team and external web design firms to support and enhance core web properties, as necessary
- Other duties or responsibilities as assigned

Minimum Qualifications/Skills:

- Associate Degree or Technical Certificate
- Two years of experience in Web design, social media, email and online marketing preferred (online portfolio a plus)
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with internal and external constituents

- Demonstrated experience managing content on websites, and other online platforms, including experience with Drupal or a comparable content management system
- Demonstrated experience and proficiency with the Adobe Creative Suite (primarily Photoshop, Illustrator) or Gimp/Inkscape including the ability to create vector graphics and convert/export various content to web assets - experience with video production a plus
- Demonstrated experience and proficiency with search engine optimization tactics and improving organic search engine results for specified keywords
- Demonstrated experience and proficiency with modern email and other digital communication platforms, concepts, and technologies
- Strong working knowledge and proficiency with Microsoft Office applications, and the ability to operate all other applicable software
- Strong working knowledge of website structure and functionality
- Strong conceptual and analytical skills, including online user experience concepts such as A/B testing
- Strong technical understanding of how web-based technologies apply to web design such as HTML, JS, CSS
- Excellent organizational skills
- Strong attention to detail, which includes a high-level of attention to accuracy and clarity
- Ability to successfully work individually and cross-functionally in a fast-paced environment, producing effective results quickly and efficiently
- Self-directed with proven ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects/ within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Maintenance of a valid California driver's license and acceptable driving record, in order to drive to and from off-site meetings, activities, and events; or the ability to use other means of transportation to attend such meetings, activities, and events
- Ability to perform the job safely with respect to others, property, and individual safety

Preferred Qualifications:

- Bachelor's Degree
- Experience with Office 365
- Experience with the responsibilities above at an educational institution

Physical Requirements:

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to safely and comfortably travel around the Bellarmine campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material and on a computer screen, often for extended periods of time
- Ability to travel by car or air as needed

General Information:

- This is a full-time, benefits eligible position

To Apply Online: Please complete the *Bellarmino Staff Application Form* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to hr@bcp.org, indicating "Digital Content Manager" in the subject line of the e-mail.

To Send by Mail: Bellarmine College Preparatory
 Attn: Human Resources
 960 West Hedding Street
 San Jose, CA 95126

Bellarmino College Preparatory is an Equal Employment Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religious creed, ethnicity, sex, national origin, ancestry, sexual orientation, gender identity, genetic information, disability, medical condition, age, protected veteran status, marital status, or any other basis protected by law.
