



**Job Title: Associate Managing Editor**

**Classification: Exempt**

**Grade Level: E**

**Reports to: Associate Publications Director, Editorial and Content Development**

**Date: August 2024**

### **Summary/Objective**

We are seeking a dynamic **Associate Managing Editor** who will help drive the growth and strategic development of a select number of APS journals. The ideal candidate is a proactive self-starter with attention to detail and the ability to make well-reasoned decisions, build strong relationships and influence diverse stakeholders and communities to further the mission of APS Publications.

### **Essential Duties**

The **Associate Managing Editor** contributes to the strategic development of a select number of APS journals and will continually strive to raise the profile of the assigned APS portfolio of journals within the scientific community, and works with others to assess, define and oversee the implementation of strategic plans that will lead to growth in the journals.

The **Associate Managing Editor** will integrate strategic thinking, demonstrate creativity, and effectively communicate new ideas. The Associate Managing Editor collaborates with the Editor-in-Chief, Associate Editors, Editorial Board and the APS publications team, while confidently demonstrating a thorough knowledge of the peer review process in order to deliver a best-in-class professional experience for APS authors, reviewers, and editors. As a publishing expert, the Associate Managing Editor works autonomously to develop the reputation of APS journals in the market and to ensure the ongoing competitive position of the journals.



The **Associate Managing Editor** also works proactively to present innovative ideas that will further enhance the journals. The **Associate Managing Editor** collaborates with the editorial team and Guest Editors to identify emerging areas of research and develop Calls for Papers and content collections. The **Associate Managing Editor** works closely with the editorial team to manage commissioned content. The **Associate Managing Editor** collaborates with the marketing department and curates social media for journals, including writing content for multiple social media platforms and reporting on social media analytics.

The **Associate Managing Editor** also manages related workflows to ensure timely and accurate delivery of a high-quality product, actively monitors and reports on journal performance, tracks Associate Editor and Editorial Board activity, organizes and plans meetings with the editorial team, travels to occasional in-person and virtual meetings and conferences to represent the journal, produces presentations and reports, monitors collections and citations, performs new Associate Editor training and onboarding, and works with editors to identify and recruit new Editorial Board Members.

The **Associate Managing Editor** manages special projects and initiatives including but not limited to producing journal-specific podcasts and facilitating development of early career researcher reviewers.

### **Competencies**

1. Experience in scholarly publishing, specifically in a scientific or medical publishing setting;
2. Knowledge of editorial processes, scientific peer review;
3. Excellent oral and written communications skills for both scientific and lay audiences, including presentation and collaboration skills;
4. Strong multitasking and organizational skills to balance both day-to-day deliverables and long-term goals/projects
5. Excellent prioritization of tasks and projects to meet tight deadlines while collaborating with cross-functional teams
6. Strong data analysis skills, including journal and editorial team performance metrics
7. Experience working with peer review management, virtual meeting, and team collaboration platforms;
8. Experience in social media and outreach to engage the journal community;
9. Highly motivated with excellent networking skills and editorial acumen;
10. Engaged in support of the APS mission: empowering discovery to improve health

### **Required Education and Experience**

1. Bachelor's Degree required



2. Scientific publishing experience required
3. Successful Associate Managing Editor candidates should have 3-5+ years of experience

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Benefits:**

This position is a full-time, exempt position. APS offers a competitive salary with excellent benefits, including a 403(b)-retirement plan; holidays, generous annual and sick leave; medical, dental, and vision insurance plans; flexible spending; and life and short-and long-term disability insurance.

### **Where will you work?**

We are a remote-first organization. We do have office space and there will be times when an in-person division meeting or staff meeting will be held at the office. Some staff work in the office 2 - 3 times per week, others come in once a month. The key is to identify with supervisors what works best for staff to produce the best outcomes. The APS office is based in Rockville, MD (Washington DC metro area) and preference will be given to candidates from this area.

### **To Apply:**

All qualified applicants must send a cover letter, including salary requirements and a resume, to [resume@physiology.org](mailto:resume@physiology.org)

To learn more about APS, please visit: <https://www.physiology.org>

To learn more about APS Publications, please visit <https://journals.physiology.org>

APS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.