Job Title: Managing Editor

Classification: Exempt

Grade Level: F

Reports to: Associate Publications Director, Editorial and Content Development

Date: June 2023

Summary/Objective
We are seeking a dynamic 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 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 Managing Editor will integrate strategic thinking, demonstrate creativity, and effectively communicate new ideas. The 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 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 **Managing Editor** also works proactively to present and implement innovative ideas that will further enhance the journals. The **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 **Managing Editor** works closely with the editorial team to manage commissioned content. The **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 **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 authors and new Editorial Board Members.

The **Managing Editor** manages special projects and initiatives including, but not limited to, producing journal-specific digital products (such as podcasts and webinars) and facilitating development of early career researcher programs.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

**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, and strong follow through, 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 systems and processes, Microsoft and other data analysis programs, 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
Supervisory Responsibility (if applicable)

Required Education and Experience
1. Bachelor’s Degree required. Applicants with an advanced degree (M.S. or Ph.D.) in science are encouraged to apply.
2. Scientific publishing experience required.
3. Successful Managing Editor candidates should have 3+ years of experience with advanced degree or 5 - 10+ years of experience with a bachelor’s degree.

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. This is a remote position.

To Apply:
All qualified applicants must send a cover letter, including salary requirements and a resume, to resume@physiology.org

Individuals with Disabilities:
If you need an accommodation to complete the application process, don’t hesitate to contact FASEB/APS’s Human Resources Department at resumes@faseb.org

To learn more about APS, please visit: https://www.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.