Job Title: Managing Editor

Classification: Exempt

Grade Level: F

Reports to: Associate Publisher, Peer Review

Date: March, 2021

Summary/Objective
We are seeking a dynamic Managing Editor who will help drive the growth and strategic development of the APS journal portfolio.

Essential Duties
The Managing Editor contributes to the strategic development of the 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 determinedly 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. As a publishing expert, the Managing Editor works autonomously to develop the journals’ reputation in the market and to ensure the ongoing competitive position of the journals.

The Managing Editor also works proactively to monitor competing journals and industry developments and reports on new trends in publishing, presenting innovative ideas that will further enhance the journals. The Managing Editor also manages related workflows that ensure timely and accurate delivery of a high-quality product, actively monitors and reports on journal performance, tracks Associate Editor and Editorial Advisory Board activity, organizes and participates in regular planning meetings with editorial team, attends 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.
Reasonable accommodations 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 prioritization and time management skills and the ability to meet tight deadlines;
5. Astute data analysis skills, including creating metrics to track and evaluate journal performance and monitor market trends in order to maintain a competitive advantage;
6. Experience in marketing and outreach, including use of social media to build a brand or establish a community;
7. Excellent networking skills and editorial acumen;
8. Highly motivated and achievement oriented.

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.

Required Education and Experience
- Advanced degree, a Ph.D. while not required is highly preferred

Preferred Education and Experience
- Scientific publishing experience is required and a scientific background with a doctoral degree in a field related to biological and/or biomedical sciences is desired.

Please send your cover letter and resumes to resume@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.