

Position Title: Director, Publications & Meetings

Status: Exempt

Reports to: Chief Publications Officer

Department: Publications & Meetings

Date Posted: October 19, 2026

Salary Range: \$150,000-\$185,000/year

Location: Rockville, Maryland (remote but expectation to come into office for meetings when requested)

Please apply through the FASEB website with a cover letter and resume:

<https://www.faseb.org/employment>.

Primary Function

The Director, Publications & Meetings provides business and strategic leadership across FASEB's publishing and meetings portfolio, translating portfolio strategy into strong performance, effective operations, and sustainable growth. The Director leads journal publishing initiatives, new journal development, editor and partner relationships, and continuous improvement across the publishing program, which includes FASEB and BioCore publications. The Director also provides business leadership to the Meetings department, strengthening its organizational structure, workflows, financial and data-informed decision making, and development of new meetings formats.

Reporting to the Chief Publications Officer, the Director will have two direct reports – the Associate Director, Meetings and a Managing Editor, Publications. The role works collaboratively with Research Integrity, Marketing & Communications, Data & Business Intelligence, and other teams across FASEB.

Major Duties & Responsibilities

Publications & BioCore:

- Lead implementation of strategy across FASEB and BioCore's journal portfolio, identifying opportunities to strengthen performance, growth, reach, and impact.
- Build and maintain strong relationships with editors, society leaders, publishing partners, and other key stakeholders, proactively addressing needs and translating priorities into action.
- Lead new journal development and launches, from market assessment and business planning through editorial development and implementation.
- Drive continuous improvement across publishing operations, including development and optimization of manuscript transfer pathways, editorial workflows, and author and editor experience.

- Oversee publishing and meeting department budgets, forecasts, and financial performance; develop recommendations and manage resources within approved plans, with overall portfolio accountability residing with the Chief Publications Officer.

Meetings:

- Provide strategic and business leadership to the Meetings department, working with the team to strengthen structure, priorities, and workflows.
- Bring a business and data perspective to meeting planning, performance assessment, resource allocation, and opportunities for growth.
- Work with the team to identify and implement process improvements that increase efficiency, consistency, scalability, and participant experience.
- Explore, develop, and implement new meetings formats and offerings, including virtual and other emerging models.

Leadership & Development:

- Translate strategic priorities into actionable plans and ensure effective cross-functional implementation.
- Lead initiatives involving publishing, meetings, and external partners.
- Use financial, operational, and market data to identify opportunities and recommend action.
- Represent FASEB and BioCore at external-facing meetings, including with editors, societies, and partners.
- Build scalable processes and capabilities that support future growth.
- Develop direct reports and functional teams, establishing clear expectations, accountability, and opportunities for professional growth.

Requirements

- 8-10+ years of progressive responsibility in scholarly publishing, meetings, or a related field, including significant leadership.
- Demonstrated experience managing publishing portfolios, journals, or comparable meetings programs.
- Strong relationship management skills and demonstrated success working with cross-functional stakeholders.
- Demonstrated ability to translate strategy into execution and lead complex, cross-functional initiatives through implementation.
- Strong business and financial acumen, including budgeting, forecasting, modeling, business cases, and performance analysis.
- Demonstrated ability to use data to identify challenges, evaluate opportunities, and make recommendations.

Work Environment/Conditions

- 90% sitting, 5% standing, 5% walking
- Requires computer work involving extensive use of keyboard, mouse, and monitor
- Dayshift hours primarily
- Travel (up to 10%) and other work-related assignments after hours or on weekends are possible

To Apply

- **For full consideration, please submit a resume and cover letter.** Applications will be considered on a rolling basis, and the position will remain open until filled.
- If an accommodation is needed to complete the application process, please contact FASEB's Human Resources Department at resumes@faseb.org.
- To learn more about FASEB, please visit www.faseb.org.
- FASEB 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.