

Position Title: Managing Editor, Publications

Status: Exempt

Reports to: Director, Publications & Meetings

Department: Publications

Date Posted: October 19, 2026

Salary Range: \$100,000-110,000/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 Managing Editor, Publications serves as the primary point of contact to Editors-in-Chief, Associate Editors, and editorial boards, supporting the effective management, development, and growth of FASEB and BioCore's portfolio of scholarly journals. This highly collaborative, externally facing role requires an individual who is proactive, responsive, organized, and skilled at building productive relationships with colleagues. The Managing Editor, Publications should anticipate needs, facilitate communication, identify opportunities, and ensure journal initiatives and priorities move forward effectively. The position combines editorial relationship management, journal operations, project management, and contributes to the overall journal strategy and development. The incumbent also supports editorial meetings, scientific outreach activities, and initiatives that strengthen engagement with the research community.

Reporting into the Director, Publications & Meetings, the Managing Editor, Publications works collaboratively with Research Integrity, Peer Review, Marketing & Communications, Data & Business Intelligence, BioCore publishing partners, and other teams across FASEB.

Major Duties & Responsibilities

Editorial Relationships & Communication:

- Serve as a primary liaison to Editors-in-Chief, Associate Editors, and editorial board members, establishing strong, collaborative relationships and maintaining regular, proactive communication.
- Anticipate editor needs, provide timely updates, facilitate productive discussions, and ensure questions, concerns, and requests are addressed promptly and professionally.
- Coordinate regular editorial meetings, prepare agendas and materials, document outcomes, and follow up with editorial teams to ensure timely completion of action items.

- Assist with editorial board recruitment, onboarding, transitions, and long-term engagement.

Journal Management & Development:

Develop strategic plans for each journal, in collaboration with the Editors-in-Chief and colleagues in Marketing & Communications; the plans should be designed to improve journal performance, editorial engagement, and author experience.

- Partner with Editors-in-Chief to develop and implement special issues, topical collections, and other opportunities to increase journal visibility and high-quality submissions.
- Support the development and launch of new journals, including drafting proposals, workflow implementation, and coordination of launch activities.
- Identify opportunities for further collaboration across the BioCore portfolio.

Project Management

- Proactively manage multiple initiatives, establishing timelines, tracking deliverables, and ensuring timely execution.
- Identify opportunities to improve workflows, communications, and operational tasks, taking initiative to develop solutions.
- Prepare and deliver presentations and updates for editorial and board meetings, committee meetings, scientific audiences, and other stakeholders.
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Requirements

- Master's degree in a scientific discipline; PhD preferred.
- 2-5 years of relevant experience in scholarly publishing, including prior work as a Managing Editor.
- Demonstrated success building and maintaining productive relationships with editorial teams, scientific researchers, and other stakeholders.
- Excellent written and verbal communication skills, including the ability to facilitate discussions, communicate diplomatically, and deliver effective presentations.
- Strong organizational and project management skills, with demonstrated ability to manage competing priorities, meet deadlines, and advance initiatives.
- Proactive, solutions-oriented approach to problem solving.
- Ability to work collaboratively across teams and effectively manage relationships with individuals who have differing communication styles.
- Familiarity with scholarly content, peer review, manuscript transfer, editorial workflows, and open access.

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.