Position Title: Managing Editor
Status: Full-time (37.5 hours/week), Exempt Status
Date: July 28, 2023
Reports to: Director of Publications
Department: Publications

The American Association of Immunologists (AAI) is a scientific membership society representing researchers in the exciting field of immunology. AAI has a rich tradition of contributions to the field and support of its members. Since the global COVID-19 pandemic began, AAI has taken an increasing role in translating immunology for the public to enhance understanding of the central role immunology plays in health. As rapid advances in the field continue to generate new ways of diagnosing and treating a plethora of diseases, the foundational discoveries that AAI members make and publish lead to tomorrow’s healthcare staples.

AAI is seeking a Managing Editor who will help lead the strategic development and growth of the AAI journals. The ideal candidate is a trained scientist with a background in immunology and/or microbiology; a self-starter with a deep understanding of the current scholarly publishing landscape; and a stellar communicator with a solid appreciation for the written word. A thorough understanding of publishing processes, peer review ethics, and copyright is strongly preferred. The candidate should have a high degree of self-awareness, strong interpersonal skills, and the leadership skills necessary to build strong relationships with reviewers, editors, vendors, and staff. The Managing Editor will report to the Director of Publications.

AAI is currently assessing its publishing enterprise. In addition to the responsibilities outlined below, the Managing Editor will contribute to this assessment and will be instrumental in any action taken as a result of the findings.

Responsibilities include:

• Raising the profile and contributing to the growth of AAI’s publications portfolio within the immunology community and across multiple stakeholder groups including institutions, libraries, and industry as part of the strategic goals of the association
• Assessing current and future journal operations, identifying, and implementing efficiencies and process improvements
Managing the peer review process, with a thorough understanding of ethics, the use of artificial intelligence, and image forensics
Delivering a welcoming and professional experience for an increasingly diverse pool of authors, reviewers, and editors in collaboration with the journal editorial boards
Remaining professionally engaged and current in the fields of immunology and microbiology
Identifying current trends in immunology and working with guest editors to produce special collections
Helping to maintain a professional nurturing environment for journal staff
Using advanced statistical analysis to evaluate and report on journal performance
Writing and editing journal summaries for multiple uses, including social media
Contributing to the maintenance of a comprehensive and adequate reviewer database
Making presentations to the editorial boards and AAI Council
Working with the Director of Publications and others to develop new initiatives
Serving as a scientific resource for AAI
Assisting other departments with projects

Qualifications:
- Advanced degree in immunology, microbiology, or a related field required; research focus in immunology strongly preferred. Five or more years’ experience in scientific publishing
- Applicants with experience launching a new journal or related products are encouraged to apply

Skills:
- Excellent communications skills—both oral and written-- for both scientific and general audiences; experience with multiple forms of social media
- Excellent interpersonal skills leading a journals team and helping them to develop professionally
- Strong organizational skills to balance issue deadlines and long-term projects
- Excellent data analysis skills including journal and editorial team performance metrics
- Experience with peer review management systems and processes, and Microsoft Office tools

Benefits
This is a full-time, exempt position. AAI offers a competitive salary with exceptional benefits that include a 403(b)-retirement plan; paid time off; medical, dental and vision
insurance plans; flexible spending account; life and short- and long-term disability insurance.

Location
This position is located in Rockville, Maryland and within walking distance of the Metro and on major bus lines. AAI is currently on a hybrid work schedule, with most employees required to be in the office 1-2 days per week.

To Apply
For a detailed job description and to apply, visit http://www.faseb.org/employment. Please send a cover letter with salary requirements and resume.

If you need an accommodation to complete the application process, please contact FASEB Human Resources Department at resumes@faseb.org

To learn more about AAI, please visit www.aai.org

AAI 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.