

POSITION DESCRIPTION

1. General Information

Position title	Chief Publications Officer (CPO)
Status	Exempt, 37.5 Hours
Reports to (title)	Executive Director & CEO
Department	Office of Publications
Date	10/30/2025

2. Primary Function

Directs all strategic, operational, and financial performance of publications for FASEB and partner societies and leads partnerships and external engagement with respect to publications. Ensures publications meets the needs of the broad biological and biomedical community and advances FASEB's and partner society's missions, while growing their revenue, contribution, reach, and impact. Identifies and develops new opportunities for publications, including how the partner society model might be adapted to better serve different types of societies. Holds oversight of the Publications team, relationships and contractual agreements with all partners (e.g., society boards and committees, Editors-in-Chief, publishers, and related vendors, contractors). Serves as the federation's representative in high-level forums to enhance and grow the portfolio and as a leading voice on the senior leadership team to grow the impact of FASEB. Builds consensus across a variety of stakeholders. Advises on, develops, and advances strategic plans based on market needs assessment that also grow the mission of the federation and societies. Charged with delivering measurable results including increasing net contributions through identified efficiencies and driving growth in performance and market share.

3. Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	Strategic: A. Partners closely with the relevant governance and Editor(s) of FASEB and partner societies on the strategic development of publications. Develops and oversees strategies that continually and proactively raise the profile, mission, market standing, and financial performance within the scientific community. B. Initiates and leads discussions with other potential partner societies to identify new paths that can support a broader array of society publications and grows the collective strength. C. Plans and oversees implementation of major transitions in all publications, including Editor searches and onboarding new partner societies, and ensures a diverse and competitive slate of community members are engaged in service to the publications. D. With colleagues in Science Policy and the Executive Director/CEO and stakeholders, support their engagement of policy makers on publications related issues, such as open science and research integrity. Work with colleagues to knit together a cohesive strategy that acknowledges the key role scientific societies have in the ecosystem and embeds the values that are critical to the success of scientific societies and to the scientists the societies represent. E. As an executive team member, participates in the development of effective strategies for the organization(s) overall, alongside the Executive Director/CEO in partnership with the Board of Directors.	35

2	Operational: A. Directs and oversees FASEB Publications and partner societies staff and contractor team to implement publications. Establishes goals, priorities, and timelines; revises and establishes new policies and processes. B. Plans, proposes, develops, and executes (with support of the respective governance committees and in coordination with the Executive Director & CEO) long and short-range goals associated with improving the quality and efficiency of operations. C. Monitors and reports on performance of publications according to established metrics and dashboards and expand dashboards as necessary to assess risks, evaluate performance, and identify gaps. D. Identifies and ensures execution of performance improvement opportunities. E. Directs marketing and communications of publications to showcase the value of scholarly society publishing, increases reach and impact on the community served, and advances the mission and financial performance. F. Provides operational oversight to ensure goals, priorities, timelines, policies and processes are established, executed and met in an efficient and high-quality manner. Monitors and reports on performance.	20
3	Society Leadership, Governance, and Stakeholder Engagement: A. Represents partner societies alongside the Executive Director & CEO and recruits new partner societies. B. Acts as the staff liaison to the partner society governance and to FASEB's governance. C. Recommends and leads high-level relationship development and participation in national and international organizations (industry, institutional, non for profits) as agreed to with the Executive Director & CEO. D. Develops and leads fruitful relationships with the broad network of stakeholders.	15
4	Financial: A. Develops budgets and plans for review by Executive Director & CEOs and governance of partner societies, including FASEB, and monitors overall revenue performance and costs according to approved budgets. B. Alongside the Executive Director & CEO, identifies and implements improvements in financial processes and tools to streamline workflows. C. Evaluates and selects preferred vendors through competitive bidding process, negotiates contracts, and ensures contractual terms are met.	15
5	Guidance/Leadership: A. Serves as the publications-related intellectual property officer for FASEB and partner societies, as a resource for society members on publications-related issues and provides guidance and approvals to other FASEB staff working on publications intellectual property issues. B. Acts as the escalation point for queries around publications related policy and positioning. C. Fosters a positive culture for FASEB, partner societies, member societies, and the community.	10
6	Environmental Knowledge: A. Proactively monitors the broad competitive environment for publications, reports on new trends, presents ideas to further enhance FASEB and partner society's standing in	5

	the scientific community. B. Monitors and analyzes, interprets performance on a regular basis to advise on impacts on standing, revenues and costs.	
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Incumbent is expected to perform other duties as assigned by their immediate supervisor in support of the organization's goals and FASEB's needs.

4. Direct Reports			
Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
Managing Editor	1	X	
Associate Director and Associate Publisher, Research Integrity (this position also holds responsibility for one additional report, a Peer Review Manager)	1	X	
Marketing Manager	1	X	

5. Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.			List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert	
	Check those which apply		Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency
		High school		English Grammar	Expert
		Prof/technical		Oral and Written Communication	Expert
		College courses		Customer Service	Expert
	X	Bachelor's degree	Any	Ability to initiate, follow through, multi-task and meet deadlines, and strong writing skills	Expert
	X	Doctoral degree	Biology, medical, chemical, or physics	Organizational and research skills, sound judgment and diplomacy, broad understanding of data and the scientific research process	Expert
	X	Other	12 years' experience covering all aspects of publishing and related efforts, preferred scholarly society experience.	Financial (budget), strategic, and operational plan preparation and management.	Proficient
				Proposal Writing	Proficient
				Manuscript Tracking Software	Proficient
				Interpersonal Skills	Expert

				Managerial/Supervisory Skills	Proficient
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6. Key Decisions & Guidelines	Give two or three examples of decisions you make or actions you may take without prior approval.	Publications decisions related to day-to-day relationship management, processes, and contracts within signing authority.
	Give two or three examples of decisions you refer to a higher authority.	Publications policies and strategic plans are developed in collaboration with the respective society governance. Government subpoenas for materials and information are referenced to the Executive Director.
	Indicate any special policies, formal procedures, or precedents that guide your work.	Ethical issues (COPE, ISMJE) and integrity of research, peer review, and publication, Open Access policies and mandates, Copyright Permission processes, Intellectual Property Law, publishing partner, EIC, and other vendor contracts.

7. Working Relationships	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
	Editors-in-Chief	Respective society or FASEB	Provides resources and team staffing to support needs. Acts as a cooperative partner with EiCs.
	Governance	Respective society or FASEB	Provides valuable information and recommendations designed to help support governance in making the best decisions for the organizations and communities. Acts in a transparent manner as a cooperative partner with governance.
	Authors and author representatives	Respective society or FASEB	Ensures staff team is responsive to and consider authors as partners.
	Vendors and freelancers	Various (many)	Assesses society need versus services offered and cost benefit analysis. Negotiates and manages contracts. Evaluates performance and advises on changes needed to ensure contract terms are met.
	Direct Reports	FASEB	Supervises directly; Trains and mentors career development; Evaluates performance; Approves expenditures within authority.
	Author Institution or Relevant organizational leadership (Executive Officer and CEO, Research Integrity Officer)	Various	Provides information; partners on initiatives.
	Media, reporters, etc.	FASEB	Coordinates any engagement with marketing manager

8. Working Conditions	This position requires sitting (90%), standing (5%), and walking (5%). Additional physical requirements are as follows: • Occasionally it requires lifting materials of approximately 20 lbs. • Requires computer work involving extensive use of keyboard, mouse, monitor and cell phone. • Requires availability during after/off/holiday hours. • Cell phone is necessary to facilitate availability. Stipend is available to support use.
	Work Environment/Conditions: • Ability to maintain / support / utilize a personal remote office environment as well as in-person, at FASEB office work, as dictated by organizational policy and needs • Dayshift hours; evening, weekend and holiday hours during peak workload periods. • Travel and other work related assignments on weekends as required; less than 10% of time

Location

This position is in Rockville, Maryland, and is walking distance to the Metro and on major bus lines. **Currently, FASEB has a remote-first policy in place, and while our office is open, many staff are working remotely but work from the office when required. (To be considered, applicants should live in the D.C. metro area.)**

To Apply:

For full consideration, please submit a resume and cover letter. A cover letter must be included in order to be considered. 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.