Position Title: Senior Managing Editor
Status: Full-time (37.5 hours/week), Exempt status
Reports to: Director of Publications
Department: Publications
Date: March 9, 2022
Location: Rockville, Maryland or remote work will be considered

Founded in 1912, the Federation of American Societies for Experimental Biology (FASEB) is the nation’s largest coalition of biomedical researchers, representing 30 scientific societies and over 130,000 individual researchers from around the world. FASEB is now recognized as the voice of advocacy for biological and biomedical research scientists.

FASEB is seeking a Senior Managing Editor that will be responsible for sustaining and enhancing the overall standing of The FASEB Journal and FASEB BioAdvances in the global community. This position will work with the Director and Editors to secure a strong, global editorial board, to drive submissions, publications, and impact for the journals, and propose to the Director initiatives focused on improving the journals. Oversees two staff: Peer Review Manager and Editorial and Production Manager.

Major Duties:

- Manages the relationship with the Editors and Board members:
  - Develops excellent working relationships with the journal Editors-in-Chief, Deputy Editors, Associate Editors, and Editorial Board Members.
  - Oversees full onboarding and training of new Editors or Board Members, with support and documentation provided by Peer Review Manager.
  - Coordinates quarterly journal editorial team meetings with guidance from the Director and Editors. This includes drafting agenda, researching topics assigned, collecting and analyzing data, preparing draft policies and presentations, and participating in meetings as a presenter or discussion leader.

- Collaborates with partner publisher (Wiley) and FASEB marketing to:
  - Represent FASEB and the journals within the scientific community through professional correspondence and outreach through laboratory visits, conferences – primarily domestic, but occasionally international; maintains a deep
understanding of the needs and trends within the broad life sciences community the journals serve
  o Identifies trending topics and top-notch authors; leads outreach efforts, coordinates outreach with Editors where appropriate
  o Collects information regarding usage of products and specific article types to inform the development of strategies to grow the journals
  o Advises on and helps create content for marketing efforts (bespoke email campaigns and social media promotions)
  o Works with partner publisher (Wiley) to co-lead, develop, gain approval for, solicit and publish content, and promote special issues that meet strategic needs of the journals
  o Reviews and submits proposed changes for draft prepared marketing materials
  o Launches new processes approved by Director for FASEB Publications (e.g., new cover design process) and develops best practices for FASEB, with day-to-day process managed by Editorial and Production Manager
  o Coordinates regularly with marketing on planned activities including press releases, promotional activities (e.g., social media, conference promotion, and email campaigns), and outreach efforts

• Oversees the day-to-day management of the relationship with eJournal Press, FASEB’s peer review software provider, and trains Peer Review Manager on contract relationship management.

• Responsible for monitoring competitors and industry developments, understanding impact, and policies/best practices. Regularly monitors and reports on the following topics: gaps or opportunities for improvement/additional services, products, or publishing policies, and proposes solutions to Director, specifically:
  o Publishing developments community-wide
  o Mandating and guidance around open access, open data, and related initiatives, particularly as it relates to the biomedical space
  o Competitor positioning and changes, with a focus on those in the biomedical space
  o Policies and best practices

• Responsible for day-to-day oversight of Peer Review Manager and Editorial and Production Manager, ensuring staff is cross-trained and contractor support ready to step in as needed. Provides guidance for career development opportunities. Ensures appropriate training and documentation has been prepared and is kept updated.

• Responsible for managing most all routine ethical issues arising following COPE guidelines, with support from Peer Review Manager and Editorial and Production Manager, escalating non-routine issues to Director. Oversees waiver requests through established process and within approved budgets.
• Supports Director and Publications Committee with data collection, research, presentation preparation, or by participation in meetings and strategic planning as requested.

• Stays closely engaged with scholarly publishing community as a whole and actively participates in and speaks at scholarly publishing society events, discussions, committees as assigned, and webinars.

**Direct Reports:**
Peer Review Manager
Editorial and Production Manager

**Education and Experience Requirements:**

- Masters required, Ph.D. or M.D. strongly preferred and broad subject knowledge in either biological, biomedical, or chemical sciences is preferred.
- 3+ years of relevant training and experience in scientific academic or industrial setting
- 2 years publishing experience preferred

**Skills Requirements:**

- Strong analytical skills and attention to detail, ability to make well considered decisions
- Strong basic software use (Word, Excel, PowerPoint, Teams, Zoom) and web-based applications
- Strong time management, organization, and prioritization skills, able to meet deadlines and multitask
- Good relationship development and management with colleagues, vendors, and scientists
- Effective oral and written communication, English grammar, spelling, editing, writing
- Attention to detail and thoroughness
- Self-starter, ability to initiate and follow through
- Excellent customer service (authors, reviewers, editors)
- Team-oriented attitude

90% sitting, 5% standing, 5% walking
Requires extensive computer use
Travel (domestic and, on occasion, international) assignments on weekends may be required (up to 8 times/year, and weekends up to 4 times/year).

Benefits:
FASEB offers exceptional benefits including professional development opportunities, 403(b) retirement, vacation, and sick time, medical, dental and vision insurance, flexible spending account, life insurance, short- and long-term disability, and free parking.

Location:
This position is located in Rockville, Maryland, and in walking distance to Metro and on major bus lines.  
Currently, FASEB has a telework policy in place, and while our office is open, many staff are working remotely. On-site or remote work options will be considered for this position.

For more information and to apply, visit http://www.faseb.org/employment.  
Please send your resume with salary requirements in your cover letter.

Individuals with disabilities:
If you need an accommodation to complete the application process, please contact FASEB’s Human Resources Department at resumes@faseb.org.

To learn more about FASEB, please visit https://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.