

**Job Title: Associate Publisher, Strategic Journal Development**

**Classification:** Exempt

**Date:** April 16, 2020

**Summary/Objective**

We are seeking a dynamic Associate Publisher, Strategic Journal Development to raise the profile of the APS's portfolio of journals.

About APS Publications

APS Publications are dedicated to the advancement of physiological research, examining major physiological systems from the cellular and molecular to the organ and system level. With 16 distinguished scientific peer-reviewed journals the program seeks to provide a best in class publishing service for our authors, reviewers, editors and the physiology community.

**Essential Duties**

Lead the development of new strategic editorial initiatives aimed at fostering a strong community and will dramatically improve visibility, prestige and impact across the APS portfolio of journals.

Evaluate the social media presence of each journal in the program and make strategic recommendations that will refresh, invigorate and enhance these channels for long-term success in collaboration with APS staff.

Create new editorial concepts and pilots for select journals, track and measure success, and provide recommendations for further expansion in the program.

Create a strategic plan of editorial activities, agree on key performance indicators, monitor and report on progress.

Present and secure buy in for new concepts with editors across the program. Train and coach APS publications team members on implementation of new editorial initiatives, triage and address challenges of implementation and ensure the program of activities is extensible and sustainable.



Take on day to day responsibility for key journal(s) in the portfolio with the following duties:

- Proactively develop journal's reputation in the market and ensure the ongoing competitive position of journal by collaborating with editorial team on content development initiatives to capture high quality research (e.g., review articles, themed collections and calls for papers, editorials, guidelines, perspectives, and online value-added features).
- Write and moderate content for social media channels and manage daily workflows that ensure timely and accurate delivery of a high-quality product.
- Oversee special editorial projects at the discretion of the editor and assist in the management of a pipeline of commissioned articles.
- Conduct regular planning meetings with editorial team and with APS staff to develop agreed actions and monitor follow up as necessary.
- Track and report on journal performance, track Associate Editor and Editorial Advisory Board activity, organize and participate in regular planning meetings with editorial team.
- Produce presentations and reports, monitor collections and citations, and support new Associate Editor training and onboarding.
- Occasional travel required to attend in-person meetings and conferences to represent the journals.
- Collaborate with peer review coordinator on the processing of manuscripts through the peer review system, serve as a liaison with authors and the journal's editor and editorial board.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

### **Competencies**

1. Experience in scholarly publishing, specifically in a scientific or medical publishing setting;
2. Knowledge of editorial processes, scientific peer review;
3. Excellent oral and written communications skills for both scientific and lay audiences, including presentation and collaboration skills;
4. Strong prioritization and time management skills and the ability to meet tight deadlines;



5. Astute data analysis skills, including creating metrics to track and evaluate journal performance and monitor market trends in order to maintain a competitive advantage;
6. Experience in marketing and outreach, including use of social media to build a brand or establish a community;
7. Collaborative with excellent networking skills and editorial acumen;
8. Collaborative and able to influence without authority;
9. Highly motivated and achievement oriented.

#### **Required Education and Experience**

1. Bachelor's Degree
2. 15+ years of experience

#### **Preferred Education and Experience**

1. Scientific background is desirable with an advanced degree (Masters or above)
2. Journalism background welcomed.

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.