



FASEB

Federation of American Societies
for Experimental Biology

Position Title: Assistant Managing Editor
Status: Full-time (37.5 hours/week), Exempt status
Reports to: Senior Managing Editor
Department: Publications
Date: December 8th, 2023
Location: Rockville, Maryland (Currently, FASEB has a remote-first 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.)

Founded in 1912, the Federation of American Societies for Experimental Biology (FASEB) is the nation's largest coalition of biomedical researchers, representing 26 scientific societies and over 110,000 individual researchers from around the world. FASEB is now recognized as the voice of advocacy for biological and biomedical research scientists. The Publications Department is responsible for publishing journals and other online products and has a strategic plan focused on these goals: 1) diversity, equity, accessibility, and inclusion; 2) open science; 3) increasing the reach and impact; 4) research integrity including encouraging stronger approaches for publications and data; and 5) innovating with new products, programs, and services.

Primary Functions:

The Assistant Managing Editor (AME) is responsible for leading these three aspects of *The FASEB Journal* and *FASEB BioAdvances*:

- 1) Editorial - Specifically coordinating with Editors and staff to drive original submissions and published articles.
- 2) production and web, ensuring smooth publication of accepted manuscripts to an engaging website; and
- 3) support of marketing, including the broad and successful promotion of the journal and published research findings.

Major Duties and Responsibilities:

- The AME will work with their manager, FASEB staff, the Editors and board members, to develop and implement approved editorial initiatives and publishing strategies to grow the journals and their standing across the biological and biomedical sciences. They will commission quality content and will represent the journals through attendance at conferences, university visits, domestically and, on occasion, internationally. The AME will encourage and support the manuscript transfer process.
- The AME will work alongside the partner publisher on production and web delivery to ensure quality timely publication, a smooth publication experience for authors, and a user-friendly engaging interface and experience.

- The AME will also work with FASEB marketing staff and partner publisher marketing staff to create and implement attractive campaigns that result in growth in quality submissions, published articles, and readership and promote published research findings and the journal to a broad global audience.
- The AME reports to the Senior Managing Editor, Research Integrity.

Responsible for providing editorial, production and web, and marketing support as follows:

Editorial (with partner publisher, editors, and FASEB staff)

- Develop excellent working relationships with the journal Editors-in-Chief, Deputy Editors, Associate Editors, and Editorial Board Members (including Early Career Researcher board).
- In collaboration with the Senior Managing Editor and Peer Review Manager, liaises with Editors to implement and measure progress against the society's strategic goals; Publications Committee recommendations and policy changes; and publishing partner policies and processes.
- Develop a broad understanding of the biological and biomedical fields, and, under the editorial guidance and leadership of the Editor-in-Chief and Senior Managing Editor, identify content scope areas where the journals should grow. Plan, recruit, and commission high-quality content, including reviews, research articles, and special issues.
- Monitor emerging trends related to the journal and competitors, including content scope, features, manuscript types, published output, a variety of impact metrics, and times to publication. Prepare data reports and deliver to the Senior Managing Editor and Director.
- Support the Editor-in-Chief in planning and executing the bi-monthly Associate Editors meetings and support the Director and Senior Managing Editor with training for Early Career Researcher Board members and the bi-monthly Publications Committee meetings.
- Prepare the twice a year Editor dashboard tracking Associate Editor performance metrics to deliver to the Senior Managing Editor and subsequently to the Editor in Chief; provide support for the Editor in Chief to identify and recruit new Associate Editors, Editorial Board members, and Early Career Researcher board members.
- In collaboration with the Senior Managing Editor and Peer Review Manager, liaise with the Editor-in-Chief to implement and measure progress against the societies and the Publication's strategic goals, new Publications Committee recommendations and policy changes, and publishing partner policies and processes. Provides day to day support of research integrity and ethical issues as directed by manager.

Production and web (with partner publisher)

- Identifies gaps or opportunities for improvement in features, products, and services through FASEB's partner publishers' web publication process and website for the journals, and proposes resolution/plan to manager, then coordinates implementation with partner publisher.
- Co-manages (with Peer Review Manager) the journal inboxes for any concerns related to post acceptance, publication, editorial, or marketing, and addresses in a timely manner.
- Reviews and manages issue lineups, established publication timelines, and schedules.
- With partner publisher, prepares and maintains updated versions of sound, detailed documentation summarizing FASEB post acceptance/publication processes. Documents may be shared with vendors, Editorial team members, and FASEB management.
- Develops a sound understanding of peer review workflow and management and research integrity issues.

Marketing (with partner publisher and FASEB Marketing & Communications):

- Represents FASEB and the journals within the scientific community through professional correspondence and outreach through laboratory visits, conferences – primarily domestic, but occasionally international.
- Coordinates outreach efforts by Editors and creates and disseminates promotional materials to them as needed.
- Collects and analyzes information regarding usage of products and specific article types to inform the development of strategies to grow the journals.
- Advises on direction and creates content for marketing efforts including press releases, promotional activities (bespoke email campaigns, social media promotions, and conference promotion). Reviews and submits proposed changes for drafted marketing materials.
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- Coordinates with partner publisher and marketing, where appropriate, all changes to the journal websites, including updates to editorial boards, masthead, special collections, carousel and marketing promotions, and new features.
- Responsible for FASEB side of cover image selection, approval, and acquisition process for journals, and will identify steps to take to improve the financials and impact of the cover spotlight sales program.

Education and Experience Required

A PhD in biological, biomedical, chemical, or related sciences and at least five years of combined education and work experience in an academic or industrial setting are required.

Broad expertise in the biological and biomedical sciences and a serious interest in learning the craft of science publishing, an analytical skill set that supports a dive deep into data analysis and trends, an interest in policy development, open science, and research integrity would support your candidacy.

Co-authoring at least one scientific research publication and having at least five years of scientific writing experience in academia or industry are also required.

Skills Required

- Energetic and proactive, comfortable with outreach to scientists. Initiate and follow up with outreach to scientists.
- Excellent interpersonal and developmental relations skills
- Strong team player
- Self-starter with an ability to both initiate and follow-through
- Effective written and verbal communication skills
- Strong research-based skills
- Strong familiarity with common software and web-based applications
- Strong time management, multi-tasking, organization, and prioritization, ability to meet deadlines skills
- Attention to detail around complex issues.

90% sitting, 5% standing, 5% walking

Requires extensive computer use

Occasional travel and work-related assignments on weekends may be required (expected no more than 6 times per year).

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. On-site or remote work options will be considered for this position.**

To Apply

For full consideration, please submit a resume and cover letter with salary requirements.

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.