

Job Title: Managing Editor of *Function*

Classification: Exempt, Full time

Reports to: Chief Publishing Officer

Date: November 11<sup>th</sup>, 2019

### Summary/Objective:

The American Physiological Society (APS) is seeking a dynamic Managing Editor who will help launch and drive the growth of the APS high-profile journal, *FUNCTION*.

### About *FUNCTION*

Set to launch in 2020, *FUNCTION* is the newest publication in the APS family of journals. *FUNCTION* will provide an open-access, multidisciplinary home for high-profile articles covering major advances in basic, translational, and clinical science that extend the physiological or pathophysiological understanding of biological function. *FUNCTION* will seek to balance innovation with the practical needs of authors and readers in achieving robust peer review and by delivering the highest quality research quickly, efficiently and engagingly.

### Essential Duties:

- The Managing Editor will contribute to the strategic development of the journal and continually strive to raise the profile of the journal within the scientific community, determined collaboratively with the Editor in Chief, Editorial Board and the APS publications team.
- As a publishing and subject expert, the Managing Editor will proactively develop the journal's initial branding in the market as a premier publication and ensure *FUNCTION*'s ongoing competitive position enables it to capture the most exceptional and significant research in the field of physiology and pathophysiology.
- The Managing Editor will work with the Editors to create engaging content for *FUNCTION* by writing and editing editorial features, designing special issues and online value-added features, and managing related workflows that ensure timely and accurate delivery of a high-quality product. The Managing Editor will assist the meetings team on the development of journal-branded conferences and will be expected to build an extensive network of authors through regular travel to conferences, meetings, institutions, and labs to promote the journal and elevate its position in the scientific community to reach the journal's ambitious goals.



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. Excellent networking skills and editorial acumen;
8. Highly motivated and achievement oriented.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

**Required Education and Experience:**

B.A. or B.S.

**Preferred Education and Experience:**

Scientific background with an advanced degree (Masters or above), is desired. (A doctoral degree in a field related to biological and/or biomedical sciences is preferred.)



**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.

Send resume with cover letter and salary requirements

to: <http://www.faseb.org/employment>

For more information about APS, please visit: [www.the-aps.org](http://www.the-aps.org)

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