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# Example of Development Editor Job Description

Our company is growing rapidly and is hiring for a development editor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for development editor

* Help develop editorial and marketing promotional strategies for MONEY's new and existing multi-platform ventures
* Represent the editorial team with the sales team on RFPs and other sponsor-driven programs
* Brainstorm new initiatives that help advance the brand
* Work with authors and colleagues to solicit and design cover pages for the journals in the program, work on the new author service initiatives to improve the author and reviewer experience
* In collaboration with the Executive Editor, be responsible for the improvement and management for editorial workflows for all Journals in the program
* Supervise a team of Assistant Managing Editors to ensures tasks are on schedule and of high standards
* Research and draft original content on topics of moderate complexity
* Manage internal client relations
* Identify, recruit, and interview students, faculty, and donors
* Manage production of own stories, publications, and communications projects, and adhere to deadlines

## Qualifications for development editor

* Proficiency in Microsoft Office (Excel, Word, PowerPoint) and Google tools
* Manage contracts for translation, style correction, final readers, technical reviewers and coordinate payment with the Finance area
* Must be willing and able to travel domestically and internationally
* Excellent spoken and written English (NATIVE-LEVEL) and good Russian
* University degree in a relevant language or business discipline
* Knowledge of/experience in business