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# Example of Development Editor Job Description

Our company is looking for a development editor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for development editor

* Collaborate closely with in-house and external designers and writers, online and video teams to ensure high-quality final products
* Demonstrate sensitivity with confidential information related to donors, including compliance with HIPAA-related medical information
* Ensuring the journals are published on time, within budget, and meet high technical standards (managing several professional translators to reach these goals as a team)
* Be responsible of development of journal content, and contact with authors, translators and the production team to ensure the smooth running of the journals from submission of content to final publication
* Working with relevant teams within the organization to identify appropriate opportunities and formulate strategic development plans for titles within the portfolio, implementing new services, policy changes or other new products
* Research reports
* Meeting reports
* Discussion papers
* Policy and issue briefs
* Executive summaries of reports

## Qualifications for development editor

* Educated to degree level, preference for physical sciences, mathematics, engineering or related area
* Market-focused ELT publishing experience
* Experience of, and willingness to support, commitment to routines to maintain all company information systems
* Development of our products and services to time, quality and cost ensuring that they deliver the intended learning outcomes
* Solid project management/production management experience, including working closely with clients and designers and overseeing complex projects such as newsletters
* Travel to conferences or visit authors as necessary to support projects