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# Example of Development Editor Job Description

Our company is searching for experienced candidates for the position of development editor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for development editor

* Some commissioning of key ancillary items and extensive liaison with overseas markets, content production and content delivery teams to create material which meets the needs of the key audience and published on schedule and within budget
* Plan, evaluate, and edit for quality and competitive advantage print and digital products
* Working with the department Director, Clinical Director, Clinical Editor, Creative Services Designer, Digital Product Manager, Publisher, and other internal team members Authors/Subject Matter Experts/Vendors to define the deliverables and the scope of the product(s)
* Working with the department Director to obtain and review full-service cost quotation from vendors (relating to production, art, audio, video, photography, XML, HTML, iSpring, Flash, ), approve such estimates and final invoices
* Ensuring timely delivery of materials (text, art, design specifications, ) and guidelines to digital product vendors and freelancers
* Thrive in a collaborative setting and also produce independently
* Know the ins and outs, dos and don’ts of smart project management, scheduling timelines for projects, keeping them on track, communicating effectively with designers and internal partners, and providing frequent status updates
* Partner with Emory Law, James T
* Understand and implement best practices for fundraising writing
* Write persuasively with the ability to shift tone and style given the medium and audience

## Qualifications for development editor

* Knowledge of ELT markets and secondary segment
* At least 5 years’ experience as a development editor in educational publishing
* A self-starter who can set priorities, meet deadlines, and work independently, collaboratively
* Sound knowledge of issues relating to LGBTI inclusion and SOGIE is preferable
* Sound knowledge of HIV, health and human rights issues in the Asia-Pacific region is preferable
* Sound knowledge of the Sustainable Development Goals, particularly those related to health and inclusion is preferable