Downloaded from <https://www.velvetjobs.com/job-descriptions/editor-in-chief>

# Example of Editor In Chief Job Description

Our growing company is looking for an editor in chief. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for editor in chief

* Leads and directs a market-focused team through the product lifecycle development at all levels, from tactical to strategic planning
* Fully understand and track all product activity that affects assigned portfolio, including any product launches/enhancements and competitor movement
* Regularly analyze product and portfolio plans to align forecasting and measurement of progress towards goals
* Leads a team of Product Managers and Product Assistants, coaching, advising, and advocating for each employee as their needs warrant
* Ensure our team does original, ground-breaking reporting
* Oversee day-to-day operations of the magazine (digital, print, social media)
* Work cross-departmentally with all of CGI’s media properties, the Rock ‘n’ Roll Marathon series events division
* Support the Publishing Director and Publisher to prepare a high-level strategic plan for the launch, growth and development of new journals
* Act as the main voice to represent the new journals within the internal editorial and external research communities, ensuring they serve the needs of the individual community they serve (Biology, Physics and Chemistry)
* Manage all aspects of Culturess.com including editing, writing, social media, video, content strategy, SEO, contractor management, talent/recruiting and steering the overall direction and voice of the site

## Qualifications for editor in chief

* Strong, quality performance in maintaining various aspects of information databases and/or content management systems for clinicians, specifically doctors, is a prerequisite for this position
* Demonstrate people management skills to hire, train, and lead a staff of highly trained professionals
* 5-7 years of professional experience managing content projects and/or as a senior member of an editorial team
* Comfortable in a project management role where communication and details are keys to success
* Demonstrable knowledge of social and digital analytics
* Ability to use data-driven insights to improve content performance