



# Example of Executive Editor Job Description

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Our growing company is looking for an executive editor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for executive editor

- Provide leadership and vision for all content for National Geographic Little Kids (NGLK) magazine by developing, planning and managing all editorial content, working closely with individual story teams to ensure quality product on deadline, maintaining editorial calendar, and exploring new revenue streams and partnerships for NGLK
  - Work with our editorial director to set short- and long-term strategy for our entire world of food & drink coverage
  - Direct a team of writers and editors, working with them closely to generate fantastic story ideas, set deadlines, and execute best-in-class pieces every single day
  - Work with them to create quicker stories, but also longer-term features that redefine what we do as a food brand
  - Recruit top food & drink writing talent to work for us in both a full-time and freelance capacity
  - Groom promising writers and editors into absolute stars
  - Create ongoing franchises that readers will love and want to come back to over and over
  - Make sure really good snacks are showing up in the office all the time
  - Follow food trends as closely as possible, and determine how to report on them in ways that people truly care about
  - Take over leadership of our existing Tech team, and work with our Editorial Director to hire to grow it
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- Enthusiastic about the Glamour brand
- Knowledge of Microsoft office suite, especially Power Point
- Knowledge of Keynote presentation software a plus
- Solid understanding of the luxury fashion industry and fashion brands
- Proven ability to work quickly and efficiently under tight deadlines
- Extremely good relationships with Brands and knowledge of latest brand movements