



Example of Executive Editor Job Description

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Our company is growing rapidly and is hiring for an executive 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 executive editor

- Lead the execution of everything from quicker stories to major, in-depth features
- Be obsessively aware of all new and developing relevant technology in our coverage areas and beyond
- Bring a keen sense of how to properly package a story, and various bundles of stories into ongoing franchises
- Recruit a roster of category experts to ensure that our coverage of each of tech's lifestyle applications has second-to-none credibility
- Be an editor of editors, and deliver the kind of constructive feedback that makes editors and writers better every single day
- Recruit and manage a fantastic network of contributors that complement the staff knowledge base
- Nimble work across the department in various ways, especially with our SEO, News, Features, Social, and Photo/Design teams
- Exceed fair but aggressive traffic goals
- Read everything that matters, basically
- Oversee an editorial team, agency and third party publishing resources, and freelancers devoted to the creation of content across our digital and print distribution channels

Qualifications for executive editor

- The ability to write and edit flawless copy
- Know how to cook some stuff
- Posses a tireless drive and commitment to building a true brand within a brand
- 2-5 years leading a tech vertical for a major digital publisher