



Example of Manager, Editorial Job Description

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Our innovative and growing company is looking to fill the role of manager, editorial. 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 manager, editorial

- Ensure all content is on-brand, consistent in terms of style, quality, and tone of voice and optimized for search and discovery
- Keep at the forefront of new channel capabilities and trends
- Responsible for assigning and managing writing and editing projects across all media channels including digital, social and traditional media, email, branded content, websites, print ads, mobile, and help manage priorities to ensure all work is completed on time
- Lead formal and informal internal and cross-functional critiques
- Using standard reporting practices communicate progress with all titles to Delivery Content Manager/AE/Publishers as processes dictate
- Works with scientists to draft manuscripts and abstracts suitable for publication
- Serves as an important mentor in teaching scientists how to write
- Helps write and edit grant applications and scientific reports
- Coordinate financial and marketing issues with journal publisher and the editor-in-chief
- Works with staff to outline work plan and to assign duties, responsibilities, and clarify project goals

Qualifications for manager, editorial

- Strategic thinking to help transform business strategy into compelling

- Proactive, high level of initiative and the confidence to act
- Strong organisational skills, working with tight deadlines
- Minimum BA/BS in a Project Management, Business Management, Computer Science, Logistics, or education-related discipline
- Familiarity with educational publishing is a plus