Position: Managing Editor
Organization: The American Association of Immunologists
Location: Bethesda, MD
Salary: $90 – 110k

Our Story:

The American Association of Immunologists (AAI) is one of the world's largest organizations of immunologists and scientists in related disciplines. Our mission is to improve global health and well-being by advancing immunology and elevating public understanding about the immune system. AAI members are responsible for some of the most significant biomedical discoveries of the past century, including the development of life-saving cancer immunotherapies, antibody therapies, transplant technologies, and vaccines. We support scientists across the field of immunology through knowledge dissemination, community building, advocacy, and public outreach.

The Opportunity:

The American Association of Immunologists (AAI) is seeking an accomplished individual to fill the newly established Managing Editor position. The ideal candidate has a background in scientific publishing and a solid understanding of publishing processes, peer review ethics, and the changing landscape of scholarly publishing. The candidate should have strong interpersonal skills necessary to build strong relationships with editors-in-chief (EICs), editors, authors, reviewers, vendors, and staff.

Team & Leadership Structure:

The Managing Editor for AAI will report to the Senior Director of Publications and will function within the Publications Department.

How You'll Make an Impact:

- AAI's journals are published in partnership with Oxford University Press. A key responsibility is managing the manuscript pipeline and publication process in partnership with OUP. Track and report submission numbers, turnaround times, acceptance rates, and other key metrics.
- Draft and execute annual Journal Development Plans (JDP) for AAI journals. Work with EICs and other stakeholders through the annual JDP drafting and execution.
- Manage the Editorial Board (can include restructuring) and co-organize Editorial Board Meetings with EICs and ensure forward momentum on strategic priorities outlined in JDPs.

- The Publications Department at AAI is launching new initiatives that go beyond journal operations – the individual will also have the opportunity to contribute to these projects.
- Coordinate with Communications, Marketing, Membership, and other departments as needed.
- Work with the Senior Director and Senior Managing Editor to develop journal portfolio management strategies.
- Other duties as assigned.

What You Bring to the Table:

- Three-plus years of experience in scientific publishing.
- Previous experience working with a partner publisher and/or working in a non-profit setting would be an asset in this role.
- Excellent communication skills and ability to work with a wide range of stakeholders, from EICs and editorial board members to vendors.
- Data analysis skills, including journal and editor performance metrics.
- Experience with peer review management systems.
- Previous experience with board reorganization would be an asset.
- Applicants with experience launching a new journal or related products are encouraged to apply.

Grow With Us?

AAI is at a pivotal juncture in its illustrious history, with firm leadership commitment to deepen engagement with existing members and attract new ones. We aim to promote greater awareness among immunologists and scientists of the exceptional value provided by AAI's programs and services.

Our Commitment to You

At AAI, we believe diversity strengthens our workplace. We are proud to be an Equal Opportunity Employer dedicated to creating an environment where everyone has the opportunity to thrive.

We value our employees and are committed to fostering a supportive and rewarding work environment. We offer a comprehensive benefits package designed to attract, recognize, and retain talented professionals who share our commitment to excellence.

To promote flexibility and work-life balance, AAI operates on a hybrid work schedule, with employees working in the office on Wednesdays and Thursdays and remotely from home on the other days.

JOIN OUR TEAM AND MAKE AN IMPACT

Apply Here: Managing Editor