



MIT Position Description

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| Job Title: Mgt 4, Editorial & Writing | Position Title: Editorial Director |
| Reports to: Editor-in-Chief | % Effort or Wkly Hrs: 40 |
| Date: 11.1.19 | |

Position Overview:

MIT Sloan Management Review seeks a smart, ambitious editorial director to lead the acquisition and development of groundbreaking, evidence-based ideas that will help business leaders and managers do their jobs effectively in a digital age. The individual in this position will serve as the product owner and top editor of MIT SMR’s quarterly magazine and its editorial-development leader across both print and digital formats. Working with the editor-in-chief, the editorial director will define our acquisition strategy, set and maintain standards for both intellectual rigor and practical relevance, and help ensure that MIT SMR continues to grow its position as one of the world’s most respected and highly cited sources of management insight.

In this role, you will balance strategic leadership and acquisition activities with hands-on editing and product management. You will be a key contributor to strategic discussions about innovation and new-product development. You will simultaneously balance the needs of authors, readers, partners, and other key stakeholders.

Principal Duties and Responsibilities (Essential Functions):**

Acquisition Strategy

- With editor-in-chief, set strategy for magazine content acquisition
- Plan long-term editorial pipeline with input from editor in chief
- Identify key topics and authors that align with mission
- Actively solicit and acquire major research features and essays from academics, consultants, executives, and other subject-matter experts

Editorial Planning and Development

- Serve as top editor for MIT SMR’s quarterly magazine
- Set and maintain clear standards for editorial quality, intellectual integrity, and practical relevance
- Plan content lineup for each issue
- Identify articles for themed/sponsored packages within the magazine
- Keep managing editor and business development team informed about lineups well in advance
- Assign, oversee, and approve work of staff senior editor and network of external development editors
- Develop some combination of feature articles and shorter pieces for each issue
- Write and/or edit article headlines and decks
- Work in close collaboration with managing editor and designer in art selection process for each issue
- Coordinate with managing editor to meet development and production deadlines



- Lead manuscript meetings and make decisions on unsolicited submissions in collaboration with editorial team
- Determine when peer review is necessary and weigh feedback from reviewers
- Conceive, develop, and lead launch of new content types and formats
- Collaborate with MIT SMR Big Ideas team to ensure the organization has a cohesive acquisitions strategy
- Recruit new developmental editors to deepen the freelance bench

Supervision Received:

Reports to Editor in Chief

Supervision Exercised:

Supervises staff Senior Editor and network of contract editors

Qualifications & Skills:

Bachelor's degree required. Advanced degree in English, Journalism, or Business preferred

- Minimum 8 years of directly relevant editorial experience with consistent increases in responsibility
- Strong leadership skills and confidence in setting editorial direction
- A robust network of MIT SMR-quality authors and editorial professionals
- A knack for managing relationships with high-powered academics, executives, and other experts
- Extraordinary writing and editing skills
- Ability to set and uphold high quality standards for developmental editors' work
- Experience managing many projects simultaneously and keeping them on schedule
- Reader-focused mindset
- Ability to balance unimpeachable editorial integrity, reader-centricity, and commercial considerations.
- A love of both print and digital publishing and a keen interest in storytelling

Competencies

- Support a culture of experimentation by creating a safe environment for risk taking
- Initiate and sustains change that creates value
- Collaborate with others while respectfully advancing organizational goals and achieving desired outcomes
- Coaches and develops others by supporting learning and development to help maximize their potential



** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.