

Editor-in-Chief, *Trusteeship*

Responsibilities

The Editor-in-Chief of the association's magazine, *Trusteeship*, has responsibility for the planning, editorial direction, and production of six issues per year. The Editor-in-Chief will establish the magazine's editorial vision in support of AGB's strategic plan and member needs, and serve as editor for all content. He or she is responsible for setting and maintaining standards of quality and style for the magazine, ensuring that *Trusteeship* is both of value to AGB members and a beacon of quality for the higher education community. The Editor-in-Chief reports to the Associate Vice President of Content Strategy and Development.

Duties

- Lead process of planning and soliciting articles for *Trusteeship* and production of six issues annually in print, digital, and web formats.
- Work collaboratively with supervisor to support overall content strategy for AGB.
- Collaborate with the editorial director and supervise the editorial assistant in the editing and proofing of articles, production of issues, and timely distribution of the magazine.
- Select and contract with designers, printers, writers, editors, and other vendors.
- Set and monitor the budget for the magazine.
- Organize and direct meetings of the magazine's consulting editors' advisory group.
- Work with the Content team, president, and other departments across AGB to gather content and with the partnerships director on sponsored content for the magazine.
- Collaborate and offer input on communications plans related to *Trusteeship* and all AGB publications.
- Represent the association to external organizations as assigned.

Qualifications

- Five or more years of progressive responsibility in communications (preferably in an association or on a campus)
- Experience with the creation, editing, and production of a magazine appropriate for the position of editor-in-chief
- Strong knowledge of higher education required; knowledge of higher-education governance preferred
- Demonstrably effective experience in managing people, programs, publication processes, and budgets
- Superb written and oral communications skills
- Experience with publications broadly, including business management
- Preference for working in a fast-paced, hands-on environment



- Ability to organize and prioritize multiple tasks with attention to detail
- Ability to work under pressure and to meet deadlines
- Ability to remain flexible and respond to changing priorities and needs
- Availability for limited travel

This position description does not cover a full list of duties or responsibilities that may be required of the incumbent in this role. Duties, responsibilities and activities may change at any time with or without notice.

AGB offers a competitive salary along with great benefits that include medical and dental insurance, generous retirement plan and paid time off as well as telework options.

AGB is an equal opportunity employer and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

To apply: Applicants should email letter of interest that describes experience relative to the position, salary requirements, and resume to employment@agb.org.
No phone calls, please.