

**Position Announcement  
(11/7/2023)**

**EDITOR-IN-CHIEF TRUSTEESHIP MAGAZINE  
Full-Time Opportunity**

Reports to Doug Goldenberg-Hart, Associate VP, Content Strategy and Development

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**The Scope**

The Editor-in-Chief of *Trusteeship* is accountable 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 magazine content. In addition, *Trusteeship's* Editor-in-Chief will set and maintain 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 Duties**

*The duties and responsibilities listed are only a summary of the typical functions of the job and not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. Employees must be able to perform the essential duties of the position with or without reasonable accommodations.*

- Lead process of planning and soliciting articles for *Trusteeship* magazine and production of six issues annually in print, digital, and web formats.
- Work collaboratively with AVP to support overall content strategy for AGB and align *Trusteeship's* content strategy with the content strategy for AGB.
- Collaborate with the publications and editorial operations director and supervise the editorial and production coordinator and freelance editors in the editing and proofing of articles, production of issues, and timely distribution of the magazine.
- Select and contract with designers, printers, writers (paid and volunteer), freelance editors, and other vendors.
- Implement leading practices for the magazine's editorial and production workflows that emphasize preproduction quality control and facilitate efficient post-production digitization of the magazine using XML-forward processes.
- Work collaboratively with the editorial and production coordinator to document standard operating procedures (SOPs) for the magazine's editorial and production workflows; review and revise SOPs annually.
- 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 colleagues, president, executive vice 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.
- Assume other responsibilities as assigned.

### **The Requirements**

- 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, projects, programs, publication processes (including XML workflows), 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.
- Ability to collaborate and communicate effectively in team environments
- Availability for limited travel

### **The Organization**

The Association of Governing Boards of Universities and Colleges (AGB) is the premier organization focused on empowering college, university, and foundation boards to govern with knowledge and confidence.

Governing boards in higher education must focus now more than ever on strategic leadership of their institutions and foundations to ensure institutional vitality and student success. It is critical that they reinforce the value of higher education, innovate through the effective use of technology, and serve the needs of a shifting demographic. AGB provides leadership and counsel to member boards, chief executives, organizational staff, policymakers, and other key industry leaders to help them navigate the changing education landscape.

If you are interested or would like to refer an external colleague, please send materials (cover letter and resume) to:

Larry L. Robertson

Senior Vice President and Chief People Officer

[Employment@agb.org](mailto:Employment@agb.org)

