



### **Development Editor (Outreach) India- ACS International**

ACS International, Ltd. (ACSI) is a wholly-owned subsidiary of the American Chemical Society. ACSI is comprised of representatives that serve the scientific community worldwide. Employees represent products and services provided by ACS divisions, including ACS Publications and Chemical Abstracts Service (SciFinder® and STN®) to the world's most important scientific companies, government organizations, global patent offices and academic institutions to promote research and discovery.

The Editorial Development Department within ACS Publications is focused on maintaining and improving the editorial performance of existing titles, and the development of new products. The unit is responsible for steering the development of the ACS portfolio of journals, collaborating with staff and external editors to ensure the journals in the portfolio are successful in their respective categories, and reporting to staff, external editors and governance committees on the performance of the journals.

#### ***ACSI is currently seeking a Development Editor (Outreach) based in Delhi, India***

ACS Publications is rapidly expanding its global editorial presence in key markets and the Development Editor will have the opportunity to be part of this exciting growth phase. The Development Editor will work with Editors and ACS staff to support implementation of ACS journals' publishing strategies and editorial initiatives to sustain and enhance ACS journals' standing within the global chemistry community. The Development Editor will collaborate with the Editors and ACS staff in planning, recruiting, and commissioning content, and monitor progress of ACS journals against competitors, specifically in India. The Development Editor will represent ACS journals within the scientific community through laboratory visits and conferences primarily in India and support outreach activities planned in partnerships with different organizations in India. The incumbent reports to the Senior Editorial Staff based in ACS Delhi office.

#### **Position Accountabilities:**

- Help developing and implementing strategic initiatives for ACS journals covering different subject areas in India. Monitoring competitor journals and reporting on issues/trends to ACS staff at regular intervals, including during journals' meetings; assisting in drafting reports on journal performance.
- Identify, build relationships with, and recruit new authors and research communities to commission high quality content relevant for ACS journals. Collaborate with Editors and ACS Staff and other stakeholders to consistently deliver content for publication.
- Represent ACS journals at site visits, strategic scientific conferences, and exhibits to acquire and maintain a deep understanding of the needs and trends within the communities served by the

journals and publications portfolio. Maintain contact with authors, reviewers, and outside experts including those in the publishing industry.

- Coordinate and support editorial outreach events to support ACS Publications priorities in India

**Work design:** Works under general managerial supervision direction on journal goals and objectives. Work involves creative and adaptive thinking. Resolves non-routine problems by applying general policies, practices, procedures, and principles. Performs in-depth analyses of standard problems and recommends resolutions. This position will be based in the Delhi office of ACSI, a wholly-owned subsidiary of the American Chemical Society.

### **Required Skills and Experience**

- Ph.D. in Chemical, Physical or Engineering Sciences
- 1 – 3 years' experience in STM publishing and any other relevant organization (Academia or Industry)
- Broad subject knowledge in chemistry and related fields with a willingness to learn new subject areas and comfortable with different subject communities outside her/his expertise
- Outstanding interpersonal skills, ability to relate successfully to a variety of people externally and internally and form strong working relationships with other members of staff, authors, reviewers and editors
- Excellent verbal and written communication skills (good use of language, grammar, and syntax)
- Excellent organizational and time-management skills are required together with the ability to work under pressure, manage own workload, prioritize and to meet deadlines
- Highly responsive to email communications and experienced at using computer software, including word processing, spreadsheets, and slide preparation for presentation
- Strong resourcefulness, proactive and flexible attitude, ability to understand different cultures and behaviors
- Significant travel within India
- Based in Delhi office of ACSI, a wholly-owned subsidiary of the American Chemical Society

*To apply for a position, please submit your cover letter and CV to [careers@acsi.info](mailto:careers@acsi.info)*