Journal Relations Manager

**Position Description:**
This position is responsible for the effective management of a assigned portfolio of UC Press’s subscription and open access journal titles, including titles owned by the Press and those owned by scholarly associations and research institutes and providing title management support to the Journals Publisher. The Press currently publishes over 40 journals in a range of humanities, social science, and STEM subjects. A key member of the Journals Team, the Journal Relations Manager is responsible for ensuring that titles meet their financial and publishing goals, and that the needs of the Press and our journal clients and partners are being met. The position is responsible for guiding editorial and business development of assigned titles to improve quality metrics and title performance, and coordinating with academic journal editors to develop editorial strategies that will ensure healthy submissions pipelines and efficient editorial workflows. The position will serve as the internal coordinator for stakeholders, responsible for quarterly/annual reports to track production, circulation, marketing and financial activities to ensure contractual requirements are being met. As required, the Journal Relations Manager attends client association board meetings and editorial board meetings as a regular aspect of maintaining and improving the client/editorial relationship and/or financial performance of the titles managed. Consults with other units (production, marketing and sales, finance, etc) and shares information as necessary to help enable effective title and relationship management by each individual unit and to ensure proper editorial management and fulfillment of contractual obligations. The Journal Relations Manager is also a key advocate for transitioning journals to open access and supporting the launch of new open access journals. Additionally, the Journal Relations Manager supports the Journals Publisher and Director of Journals and Open Access with special projects and reports. The Journals Publishing Manager reports to the Journals Publisher.

**Qualifications:**

- Minimum of four years directly related experience, including list management and development and/or acquisitions. A minimum of 2 years experience in journals publisher preferred.
- Bachelor's degree required
- Excellent oral and written communication skills and presentation skills, including demonstrated ability to articulate ideas and issues clearly, concisely, and persuasively, using proper grammar, vocabulary, and punctuation.
- Demonstrated project and relationship management skills are essential, including the ability to relate successfully to a variety of people externally and internally to form strong relationships with key decision makers and influencers as those within a society or editorial team.
- Familiarity and experience with scholarly publishing tools and resources including SCOPUS, Web of Science, and ScholarOne.
• Requires a high level of diplomacy, along with demonstrated effective negotiation and problem-solving skills.
• Must be well organized and detail oriented with demonstrated effective time-management and follow-up skills.
• The ability to work effectively with a diverse group of individuals, individually and as part of a team.
• Must be capable of managing multiple tasks simultaneously amid tight deadlines.
• Demonstrated proficiency with Microsoft Word, Excel, and Powerpoint, GSuite, email, web conferencing, and presentation software.
• Must be willing and able to travel occasionally.

To apply, please visit: https://jobs.ucop.edu/applicants/Central?quickFind=62123