NCCN Seeks Editor-in-Chief

**TITLE:** Editor-in-Chief, *JNCCN—Journal of the National Comprehensive Cancer Network*

**REPORTS TO:** NCCN Chief Executive Officer

**SUMMARY OF RESPONSIBILITIES:** Functions as the Editor-in-Chief of the *JNCCN* on a regular part-time basis. Editor-in-Chief will perform duties in a business-like manner and in accordance with policies established by NCCN. Editor-in-Chief oversees the peer review and selection of content, provides editorial content as appropriate, and works closely with staff and editorial boards to assure timely publication of *JNCCN* issues. Is responsible for participating in maintaining and growing the reputation and integrity of *JNCCN* as an integral component of NCCN. Job duties shall include, but are not limited to, the following major responsibilities.

**Major Responsibilities:**
- Directs the scientific and editorial content of *JNCCN*
- Provides leadership and editorial guidance regarding annual editorial calendar, topics and authors for manuscripts, and other materials for publication in *JNCCN* within prescribed page limitations
- Encourages and provides leadership for the submission of high-quality articles
- Determines acceptability for publication of editorial, original articles, special features, correspondence, departments, and front and back matter
- Contributes and solicits editorials and commentaries from experts in the field
- Performs brief initial review of unsolicited manuscripts
- Oversees peer review process for all materials; rejects or approves materials for publication
- Reviews and approves plans for print and/or electronic supplements
- Reports as requested to the NCCN Chief Executive Officer, the Board of Directors, or their designee
- Appoints, in collaboration with NCCN senior leadership, the Associate Editors and provides leadership of such individuals, including a mechanism of review to evaluate performance and contribution
- Oversees Executive Editorial Board and presides over editorial board meetings or teleconferences
- Works collaboratively with the NCCN leadership and staff, and the publisher of *JNCCN* to assure coordination of efforts and to assure the business success of *JNCCN*
- Provides input on marketing efforts for *JNCCN*
- Ensures continued leadership of *JNCCN* among its competitors by staying abreast of other oncologic and scientific publications
- Identifies areas of potential media interest in upcoming issues
- Approves any *JNCCN*-related press releases
- Adheres to editorial/publication schedule as prescribed by the publisher and NCCN
- Adheres to budgetary parameters as prescribed by the publisher and NCCN
- Represents *JNCCN* at scientific meetings and symposia
- Works with editorial and NCCN staff and publisher to monitor journal rating systems to ensure *JNCCN*’s continued rise in impact and readership
- Oversees periodic author, reader, and review satisfaction surveys for information on *JNCCN*’s impact and service
- Maintains editorial guidelines for the presentation of *JNCCN* in an electronic medium and contributes to strategies to increase dissemination of online content
- Other tasks as required to facilitate and enhance *JNCCN* content, procedures, reputation, and impact

**Education/Related Experience/Qualifications/Characteristics**
- Licensed MD or DO or equivalent medical degree
- 10 years or more experience in an oncology-related field
- Actively employed at an NCCN Member Institution
- Excellent written and oral communication skills
- Strong organizational skills
- Significant experience participating on NCCN Clinical Practice Guidelines Panel(s) and/or NCCN committee(s) required
- Experience in working with multidisciplinary professional groups
- Diplomatic/collégial style of interaction
- Strategic and forward thinking
- Excellent understanding of oncology clinical care, oncology clinical and translational research, health policy issues and trends, healthcare reform, reimbursement, and clinical decision support
- This position is fully remote, with some travel to an annual in-person editorial board meeting possibly required
- This position will be supported by a stipend

Interested candidates should submit a Letter of Intent (maximum 1,000 words) and CV by November 1, 2023, to JNCCN@nccn.org.