



Editorial/Program Manager

Reports to: Principals

Position Overview

The Editorial and Program Manager will have two primary responsibilities:

- manage the editorial development of grant applications to secure new CME funding
- successfully and efficiently manage the company's medical education initiatives and internal/ external program resources

Duties and Responsibilities

Editorial Grants Development (40%)

- Work with principals and grants manager to oversee editorial component of grant development process.
- Responsible for reviewing grant applications to ensure technical accuracy and overall editorial quality.
- Serve as the primary day-to-day contact with grant writers, grantors and internal team as necessary.

Editorial/Program management of medical education projects (60%)

- Supervise and/or coordinate the following tasks:
 - Schedule and facilitate project/program/publication process for all current programs
 - Live and Enduring Programs including eNewsletters, Podcasts, Streaming Media, Live Meetings, etc.
 - Ensure technical accuracy and overall editorial quality for all projects.
 - Work with project managers to organize publication/content development/faculty
 - Writing of all participant recruitment materials (brochures, emails, webcast announcements, etc.)
 - Proof and edit (as necessary) all materials to be sent out by staff
- Ensure that Company's communication standards are met and that the company brand and image are maintained on all projects.

Required Knowledge Skills & Experience

- BA or BS
- 5 years+ experience in CME with an understanding of the CME Enterprise; industry, competitors, key drivers, environment, etc
- Medical background or proven track record in building appropriate knowledge platform for a given disease state
- Excellent verbal and communication skills
- Strong editing, proofreading and/or publishing background
- Proven proactive problem-solving skills regarding communications with faculty, supporters (where appropriate) and other stakeholders.
- Strong people/resource management skills and success inspiring and managing teams
- Proficient in Microsoft Word, PowerPoint, Outlook and Excel skills (Office 2007)