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/collegial 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
- Some travel required

Interested candidates should submit a Letter of Intent (maximum 1,000 words) and CV by October 16, 2023, to JNCCN@nccn.org.