



ROLE PROFILE

for the position of EDITORIAL DEVELOPMENT EXECUTIVE

with DOVE MEDICAL PRESS

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Editorial Development Executive
Dove Medical Press - www.dovepress.com

THE COMPANY

Dove Medical Press Ltd is an independent UK Open Access medical publishing company founded in 2003, operating on a global basis with offices in UK, USA, New Zealand, Italy and a network of agents in Europe, China, the Americas and Australasia.

The company was originally funded with private equity from a group of investors, all of whom have extensive experience at a senior level in the research based pharmaceutical industry or international medical publishing. The company is headed by Philip Smith and Kevin Toale who previously held senior positions within the medical publishing division of the Wolters Kluwer Group.

Dove publishes over 130 Open Access biomedical journals across a broad range of therapeutic areas and disciplines - details can be found at our primary site www.dovepress.com. The first three 3 journals were launched in 2005 and the list has grown steadily ever since.

Articles focus on:

- **Original research (full papers and concise rapid reports)**
- **Commissioned reviews**
- **Systematic reviews of individual new or important drugs where a change in therapeutic management of a disease may be indicated**
- **Expert opinion and commentary**

In addition, pathophysiology, epidemiology, diagnosis and basic research articles with implications for disease management are also covered.

A number of the journals are also official publications of scholarly societies, eg

- *Vascular Health & Risk Management* –International Society of Vascular Health (ISVH) www.isvh.net
- *Neuropsychiatric Disease & Treatment* – International Neuropsychiatric Society (INA) – www.inaweb.org
- *Clinical Interventions in Aging* - Society for Applied Research in Aging (SARA)
- *Clinical Ophthalmology* -Society for Clinical Ophthalmology (SCO) www.clinical-ophthalmology.com

Overall, Dove derives revenues from open access publication fees, reprint and supplement sales (in English and foreign languages), and fees from third party publishers for local editions and reuse initiatives.

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THE POSITION

Dove Medical Press now seeks an Editorial Development Executive, to grow and strengthen the company's position in the academic and institutional sectors in the North American Market. The person will work closely with the existing US Publishing Development Director and will

operate on a self-employed market service contract.

Reporting into Kevin Toale, co-founder and Board Director UK, this person will be responsible for:-

- Increasing submissions of articles for publication in Dove Journals
- Securing orders to Institutional Membership Plans (Prepayments/ subscriptions for open access publication fees)
- Increasing awareness of Dove Medical Press in academic and healthcare sectors in USA
- Advising on new titles relevant to the US market
- Organizing and attending exhibits at conferences in the US
- Achieving operational and financial targets

Specific priorities for the role include:

1. Academia, Healthcare Institutions, Societies: Marketing - various activities need to be developed and actioned to increase awareness of Dove Medical Press in the US market and to support the key objectives of the principal job focus, these include but are not restricted to:

- Contribute to annual marketing and business support plan
 - Attend conferences and Dove exhibit booths in the USA
 - Meet with/support journal editors and editorial board members. Organize and run editorial board meetings
 - Collate and generate ideas to assist the journal commissioning programs, develop existing journals and provide input into creating new titles
 - Apart from the opportunity to build awareness of our products these meetings also help to establish relationships with KOL's, impacting submissions of articles to Dove journals.
 - Meet with librarians and faculty in academia/healthcare systems to drive submission of articles to Dove journals and sell Institutional membership plans
- Other activities would evolve to representing Dove with groups such as MLA and SLA (library associations) and other scholarly professional bodies This can lead over time to presentations on Dove /Open Access at conferences and seminars
- Develop relationships with societies, associations or other bodies for which our journals could be official publications
 - Other programs, to increase awareness and drive leads, such as targeted mailing programs, support materials, PR, conference presentations
 - Maintain awareness of trends and developments in STM publishing and Open Access publishing in particular

2. Product Support & Development – it is expected that the Editorial Development Executive will contribute to recommendations to editorial and new product development

3. Reporting: - regular sales reports, forecasts, activity reports and annual plans would be required.

CANDIDATE PROFILE

Experience

Candidates should have significant understanding of the publications process with regard to how papers are prepared, submitted and revised after peer review resulting in finalization of the article in the journal. An understanding and appreciation of the Open Access publishing model are key. They should have a background and experience at Post Doc or PhD level in academia or the health system sector, or have working experience in the biomedical publishing industry

Competencies

- **Collaboration and Influencing.** Candidates should have the credibility and presence to build high impact relationships; the ability to understand, anticipate and address stakeholder needs; and the adaptability to work on a case-by-case basis. Candidates should also have strong written, oral communication and presentation skills.
- **Results Orientation.** Candidates should have an action orientation and drive to succeed, and be able to reach sound decisions in a timely way. They should maintain a broad awareness of the marketplace and set realistic timelines for achieving objectives while having the patience to focus in a very hands-on way on practical everyday actions to achieve these longer-term goals, and the resilience to overcome obstacles along the way. Capacity to multitask and strong organizational skills are important.
- **Market Knowledge and Customer Impact.** Candidates should have, or be able to quickly develop, a strong understanding of the market and business context and use this to inform an understanding of customers' differing needs.

Personal Characteristics

Candidates should be intellectually resourceful, patient, resilient, determined, self-motivated, possess sound judgment and be numerate and commercially astute.

LOCATION

The position is home based and some international travel may be required.

REMUNERATION

The position offered will be on a self-employed or sole proprietor basis, although the Editorial Development Executive will be expected to devote the majority of his/her time to this role. A competitive package is offered, comprising basic remuneration and target related bonus/commissions.

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WHY YOU SHOULD JOIN

- An excellent remuneration package
- Dove Medical Press is an established and growing company; a financially strong business with a global market presence..
- The role provides the opportunity for the candidate to make his/her mark on the organization by helping to grow and develop the institutional business in the US Market.
- The company puts people first allowing autonomy to develop and explore new ideas, providing scope for personal development, rewarding innovation and initiative
- It's rewarding and fun