

## **Job Description -- Editor**

### *Community Development: Journal of the Community Development Society*

#### **Description**

The Journal is devoted to improving knowledge and practice in the field of community development. The Journal presents a mix of articles on research, theory, techniques and methods; appeals to a broad array of the Society's membership; and is published five times per year starting in 2012. The editor is a volunteer position that provides an excellent opportunity to advance theory, research and practice in community development. Financial details are negotiated by the journal editor and the CDS Board of Directors.

#### **Responsibilities**

The editor reports to the Board of Directors and, in accordance with the policies established by the Board, the editor:

- ❖ Serves as an ex-officio member of the Board of Directors and the CDS Communications Committee.
- ❖ Reports to the Committee and Board regarding the production of the Journal and any matter(s) pertaining to carrying out the responsibilities of the Editorship.
- ❖ Recruits and recommends to the Board of Directors persons to serve as book review editor and associate editors of the Journal for related publications produced under the auspices of the Journal.
- ❖ Coordinates appointment of, and communication with, the editorial board, including at least one conference call per year, and hosts an annual meeting of the editorial board during the CDS conference. Regular email communications throughout the year are expected, including asking editorial board members to review manuscripts, help market the journal, and promote its use (downloads, citations, etc.).
- ❖ Prepares an annual budget including revenue projections and expenditure requests for the journal to be submitted to the CDS Board for approval. The budget includes expenditures for the annual editorial stipend provided by Taylor & Francis typically used to support editorial assistance and travel to conferences or workshops). The editor will coordinate with CDS members and others to fund two special issues per year at the rate of \$5,000 per issue. This amount is included in the budget for the journal.
- ❖ Serves as the representative for the Journal to Taylor & Francis (T&F), and collaborates with them to develop marketing plans with staff, and coordinate production schedules with the production editor. At least one annual meeting with T&F staff in the U.S is expected. Attendance at annual workshops that T&F holds in the U.S. for its editors is also expected.
- ❖ Manages the electronic platform for the Journal, Manuscript Central, that includes a log of titles, authors, and reviewers of all submitted articles.
- ❖ Advises authors, when returning articles for rewrite, that their manuscript will be held in rewrite status for one year and then be discarded if there is no response.
- ❖ Manages the publication and distribution of the Journal on schedule.

#### **Term**

The Journal Editor position is a five-year term. At the end of the fifth year, the CDS Board may extend the appointment for an additional two years. Subsequent two-year extensions may be granted by mutual agreement. The term of tenure may be terminated by the editor or the Board with a minimum six months notice.

## **Requirements**

The ideal candidate will have:

- ❖ An understanding of the field of community development.
- ❖ Experience writing and editing publications.
- ❖ Experience with publishing refereed articles and /or journals.
- ❖ Excellent written and oral communication skills.
- ❖ Competence with software for word processing, graphics and communications.
- ❖ Institutional support (if applicable) for adequate time devoted to complete each issue on schedule.
- ❖ Administrative support (e.g., secretarial assistance, technical editing, postage, telephone, email) provided by the host institution.
- ❖ A commitment to attend the CDS annual conference and actively encourage quality submissions to the journal.
- ❖ An interest in leading an effort to retain and enhance the status of *Community Development* as a major journal in the field of community development.

## **To Apply**

Persons interested in applying for the editor position should submit a statement of interest and related experience to:

Anne H. Silvis, Chair  
CDS Communications Committee  
222 Bevier Hall  
905 South Goodwin Avenue  
Urbana, IL 61801  
asilvis@illinois.edu

**Statement of interest is due by December 1, 2011.**