



PLANADVISER, provides comprehensive industry news, regulatory and investment information, research and training to financial advisers who specialize in the sales, design and administration of institutional qualified and nonqualified retirement plans and executive compensation plans, including 401(k), defined benefit and deferred compensation plans. PLANADVISER is Asset International, Inc brand. Asset International, Inc. is a privately held International media company that provides content, research, data and conferences to financial institutions and investment and finance professionals.

Managing Editor, PLANADVISER - Stamford Office

Asset International Inc. has an exciting opportunity for a Managing Editor in its Stamford office. The Managing Editor oversees all phases of the production process ensuring production and distribution of six issues annually in a timely manner, coordinating efforts with other editors and with authors. Responsibilities include managing the editorial calendar and future issue planning; overseeing and coordinating the publication's editorial activities; coordinating editorial, art and production departments in turning out each issue of the magazine in acceptable form and on time; supervising copy-editing and proofreading staff to ensure that the magazine is factually and grammatically correct. The position reports directly to the Editor-in-Chief.

Responsibilities:

- Performs day-to-day editorial functions relating to the magazine's production, including copyediting, proofreading, writing articles, headlines, etc.
- Manages relationships with ongoing columnists
- Produces editorial lists/outline for each issue
- Assigns features and departments for each issue and edits features and departments
- Works with Art Director to determine concepts and visual direction of the magazine
- Coordination of the compilation and preparation of accepted materials for copy editing
 - consulting with editor-in-chief about arrangement and compilation of issue contents
 - maintaining liaisons between contributors and editors
 - evaluating of materials for printing and electronic production
 - performing final quality check on final files before releasing to printer

Requirements:

- Bachelor's degree in a related area and at least 5 years of editorial experience.
- Experience with print magazine deadlines and production required.
- Financial background preferred.

Interested applicants should email a cover letter, resume and salary requirements/history to: jobs@assetinternational.com.

Asset International is an Equal Opportunity Employer who supports Diversity.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments