

NCFR RESEARCH AND POLICY BRIEF EDITOR JOB DESCRIPTION

Research and Policy Briefs: The National Council on Family Relations (NCFR), the premier professional association for the multidisciplinary understanding of families, is in the position to provide policymakers with research, in the form of research and policy briefs, on families to help inform decisions that affect families at the federal, state, and local levels. The purpose of the briefs is to educate policymakers and others who have an investment in families.

NCFR is seeking a research and policy brief editor. The position is to be filled immediately for a period of 36 months. Editorial responsibilities, qualifications, and a description of the required application materials are below.

Editorial Responsibilities

- The Editor is expected to establish and maintain the highest possible standards for each brief and executive summary and for developing a reputation for high-quality briefs that policymakers seek when making decisions.
- The Editor is responsible for
 - Helping determine research and policy brief topics and authors.
 - Commissioning briefs and holding author(s) to preestablished timelines.
 - Ensuring author(s) follow the brief author guidelines.
 - Ensuring author(s) provide research-based research or policy implications; this may include the Editor recommending federal policies to include in policy briefs.
 - Producing high-quality briefs which may require several revisions.
 - Finding qualified reviewers to review each brief.
 - Ushering the briefs through the double-blind review process.
 - Ensuring that submitted briefs receive fair reviews by qualified reviewers.
 - Ensuring that publication decisions are fair, unbiased, and justified.
 - Publishing four 4- or 8-page briefs per calendar year along with a 2-page executive summary for each brief.
- The Editor will work with NCFR's Director of Research and Policy Education throughout the entire editorial process maintaining open lines of communication, including notifications of delays.
- The Editor may not write briefs or executive summaries during their term of office.
- The Editor should disqualify themselves as the Editor on a brief addressing a subject on which she or he has a potential conflict of interest.
- Editors will refrain from using the status inured to them as an editor of NCFR's research and policy briefs in any way that could reflect negatively on NCFR or convey an ideological position.
- The Editor will maintain confidentiality of all information gained through the editor position.
- The Editor is expected to establish an editorial board that can assist with selection of topics, authors, and review submissions.

National Council on Family Relations Headquarters

NCFR will provide

1. An editorial stipend.
2. Placement for the briefs and executive summaries on the NCFR website.
3. Copy editing services.
4. A communications professional to write executive summaries.

5. Production and distribution of the briefs and executive summaries to policymakers and others who have an investment in families.
6. Management for all other issues, outside of editorial decisions.

Editor Qualifications

1. Current membership in the National Council on Family Relations.
2. Membership in NCFR's Family Policy Section.
3. An advanced degree in a Family Science-related field.
4. A solid, established record of publication emphasizing family-related topics.
5. Demonstrated knowledge in family policy.
6. Demonstrated competence in writing research and policy briefs, including writing research and policy implications.
7. Demonstrated editorial experience which includes maintaining confidentiality.
8. Demonstrated competence in journal manuscript and policy/research brief reviewing.
9. Ability to work effectively with reviewers and authors.
10. Constructive and positive approach to interactions with others.
11. Demonstrated organizational ability.

Preliminary Application Supporting Materials

Application materials include:

1. Letter of application in which the following issues are addressed:
 - Your experience working on research or policy briefs and as an editor.
 - An assessment of your research, policy, and editor qualifications.
 - How you will establish and maintain standards for high-quality, objective, research-based, non-partisan briefs that policymakers will find educational.
2. Curriculum vitae.
3. **Two** letters of reference addressing your qualifications as an editor. Past experience as an editor may suffice. Please inquire.
4. Examples of research and/or policy briefs you have authored that include research or policy implications.
5. Without disclosing confidentiality, examples of a review you have completed in the past 1-2 years. (Please eliminate identifiers.)

THE NCFR BRIEF EDITOR SEARCH COMMITTEE WILL REVIEW APPLICATION MATERIALS BEGINNING APRIL 15, 2018. PLEASE SUBMIT THE ABOVE MATERIALS VIA THE POSTAL SERVICE OR ELECTRONICALLY TO

Jennifer Crosswhite
Director of Research and Policy Education
National Council on Family Relations
661 LaSalle St., Suite #200
St. Paul, MN 55114
Email: jennifercrosswhite@ncfr.org