Editor in Chief, **TM Forum Inform**  
**Location:** London, UK/Western Europe or US (East Coast)

**Introduction to TM Forum**  
TM Forum is a global association of over 850-member companies that generate US$2 trillion in revenue and serves five billion customers across 180 countries. We drive collaboration and collective problem-solving to maximize the business success of communication and digital service providers and their ecosystem of suppliers around the world. Today, our focus is on supporting members as they navigate their unique digital transformation journeys, providing practical and proven assets and tools to accelerate execution and platforms to facilitate collaborative problem solving and innovation. You can learn more at [www.tmforum.org](http://www.tmforum.org).

Our vision is to drive the next wave of digital business growth – the digitization of every industry – by providing a common innovation platform to connect businesses, industries, and ecosystems. We do this in a highly practical and agile way through collaboration programs and communities which lead to rapid prototypes – ranging from digital business models to interconnectivity APIs – that have real world commercial applications. Complementing our collaboration programs, the Forum provides thought-provoking digital business research and publications, industry best practices and standards along with training programs to accelerate adoption, and events and workshops which connect top business & IT leaders to learn, network, and develop meaningful partnerships.

**Diversity & Inclusion at TM Forum**  
TM Forum is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state, or local laws.

**Job Overview**  
Full-time role for senior-level editor managing the daily activity of **TM Forum Inform**, the Forum’s online content portal; evangelizing **Inform** in the telecom industry; and assisting with editing TM Forum research reports. **Inform** is home to all Research & Media content which includes blogs, articles, videos, podcasts and sponsored content, plus research reports (varying in length from 3,000 to 10,000 words), webinars and weekly newsletters. The Editor in Chief needs to be extremely well versed in general telecom industry news and technology trends and will communicate weekly with internal subject matter experts and Forum members about content published on **Inform**.

**Responsibilities:**

- Contribute blogs, news, case studies, interviews and other content to **Inform**, and solicit regular contributions from the Forum’s subject matter experts – this could mean ghost-writing articles for them, producing material in Q&A format or editing their submissions; editor responsible for writing and uploading at least one original blog or news analysis article (500-750 words) per day and for editing and uploading at least one thought-leadership piece from a TM Forum member or internal subject matter expert.
- Edit, tag and upload content for **Inform** in WordPress, including solicited and unsolicited material from various sources, such as speakers at our events, contributions from members, etc.
- Evangelize Inform in the wider telecom industry and develop relationships with external analysts, journalists, and other subject matter experts to diversify **Inform’s** thought-leadership content.
Track projects and manage monthly editorial calendar to plan *Inform* content using Jira; this includes attending regular conference calls with the Collaboration team to stay up to date with activities/direction and possible sources of content

- Participate in calls with sales and with vendors, and host vendor webinars
- Responsible for creating weekly *Stay Informed* newsletter; this includes curating content and writing an engaging introduction to the week’s content, and working with Marketing to schedule for distribution; goal is to substantially improve the quality of the newsletter
- Produce *Quick Talk* podcast and host online events such as *Hard Talk* and webinars
- Travel to attend TM Forum events and produce content for daily newsletters (not a current requirement because of Covid-19)
- Attend other industry events (online now and in person once Covid restrictions are lifted) as time and budget allow to generate content and keep TM Forum and *Inform* visible in the industry
- Develop new types of content such as infographics, polls, and reader discussions
- Assist with editing of TM Forum research

**Requirements:**

- Bachelor’s or master’s degree in Journalism, English, or a related field
- 10+ years of experience working in an editorial role in the telecommunications industry – strong knowledge of telecommunications industry and understanding of relationships between communications service providers and their suppliers is necessary
- Must be a self-starter who is organized, detail-oriented and resourceful
- Ability to handle multiple projects and meet tight deadlines
- Excellent verbal and written communication skills
- Excellent content and copy-editing skills (must pass editing tests)
- Ability to write clearly and accessibly about complex topics for general audiences, and edit with an eye to helping others do the same
- Proficiency with Microsoft Word, Excel, and PowerPoint, especially Word and Excel
- Positive, proactive, and collaborative team player with ability to work with colleagues in an open, friendly manner
- Comfortable with public speaking
- Must be willing to share posts about publications on social media
- Familiarity with WordPress and Jira also desired

For immediate consideration, please email your resume to recruit@tmforum.org.

TM Forum does not accept resumes from unauthorized agencies and search firms. Resumes submitted on this site by unauthorized third parties will not be considered for posted positions and are not eligible for any compensation. All third-party agents and search firms must have an approved contract with TM Forum to submit resumes on behalf of candidates.