

Deborah Milstein

deborah.milstein@gmail.com | [LinkedIn](#) | [Writing and Editing Portfolio](#)

Professional Experience

MIT Sloan Management Review, MIT Sloan School of Management, Cambridge, MA

Senior Associate Editor

2023–Present

- **Content strategy and planning.** Set topic and coverage priorities with editorial colleagues by tracking emerging research, business developments, trends, and audience metrics. Plan publication queue; maintain content management systems and web content.
- **Writing and editing.** Commission, develop, and edit articles on a wide range of management and leadership topics. Coach authors from initial proposal or draft through article development, structure, argument, and final line edit. Write book reviews, research roundups, and blog posts; conduct and produce Q&As with authors and SMEs.
- **Channels and audience growth.** Plan and execute themed social campaigns for LinkedIn, Facebook, and Instagram with marketing colleagues. Write and workshop SEO-optimized headlines, subheads, and social copy.
- **Data visualization and multimedia.** Determine effective data presentation and article illustration with design colleagues; commission and manage video contributors.
- **External relationships.** Source and sustain a contributor network of industry practitioners, researchers, and SMEs, commissioning articles and speaking engagements; evaluate unsolicited submissions and advise on promising projects. Maintain productive relationships with communications, PR, and media contacts.
- **Platforms and systems.** Led the evaluation and selection of a new submission management platform. Initiated development of an author contact management system.

Associate Editor

2019–2023

Edited nearly 200 articles. Wrote copy for weekly newsletters and contributed interview-based Q&A content.

Harvard T.H. Chan School of Public Health, Boston, MA

Case Writer, Case-Based Teaching and Learning Initiative

2014–2019

- **Program leadership.** Lead writer and managing editor of a three-person, grant-funded initiative building a library of business school–style teaching cases for public health education. Managed writing, editorial production, and publication of a growing case collection at Harvard Business Publishing. Publicized and coordinated active learning workshops.
- **Writing and research.** Interviewed leaders and stakeholders on site, discerned themes, synthesized background research into narrative, and negotiated quote and copyright clearance. Developed teaching notes with faculty.
- **Digital user experience.** Independently redesigned and rebuilt the initiative's digital resource library: reconceived the taxonomy and information architecture, reorganized all content for improved navigation and user experience, and built tools to track downloads and distribute materials to faculty.
- **Metrics reporting.** Collected and analyzed performance data and metrics. Contributed to periodic funder reports.

Harvard Business Publishing, Harvard Business Review Group, Boston, MA

Freelance Writer

2013–2016

- Wrote three short books for the HBR Press branded line: *HBR Guide to Performance Management* (2017), and *Innovative Teams* and *Performance Reviews* (20-Minute Manager series, 2015).
- Wrote copy for Management Tip of the Day email (2013–2014).

Harvard School of Dental Medicine, Boston, MA

Research Program Coordinator

2011–2014

- **Content development.** Wrote and edited content for research and fundraising publications, translating complex scientific information accessible to non-specialist audiences.
- **Events and communications.** Led communications, promotion, and logistics for an annual research conference with 65+ presenters, plus a visiting speaker forum and seminar series, managing program materials, speaker coordination, and attendee communications.
- **Program administration.** Served as administrator for a biological sciences PhD program, liaison to the Graduate School of Arts and Sciences, and research team contact for 200+ DMD, MMSc, and DMSc students.
- **Vendor and budget management.** Selected and managed vendors and print production. Saved the department \$30k annually by taking on previously outsourced financial processing.

Harvard Medical School, Boston, MA

Diversity Programs Assistant, Division of Medical Sciences

2006–2011

- **Communications.** Wrote, produced, and distributed a biannual newsletter to a 450+ alumni audience. Drafted NIH and NSF grant applications and progress reports. Primary contact for students, applicants, faculty, and alumni; represented the Division at conferences and meetings.
- **Program management.** Managed all administration of a federally funded undergraduate summer research program: 10-week lab placements with Harvard- and MIT-affiliated PIs, event planning, finances and stipends, vendor relationships, housing, and individualized travel. Screened 500 applications annually for a class of 25. Supervised the resident advisor and peer mentor coordinator.
- **Continuity under transition.** Provided guidance and thorough documentation to support an incoming director following the death of Dr. Jocelyn Spragg, the program's co-founder and 20-year director.

Volunteer Experience

Women's National Book Association member and Boston chapter communications chair (2019–2020), managing website redesign and maintenance, event planning, media outreach, and email campaigns. "Great Group Reads" committee member, reading and reviewing 20 titles annually (2014–2023).

Skills

- **Content writing and development:** Articles, audio essays, blog posts, cases, correspondence, newsletters (email and print), presentations, profiles, proposals, reports, video scripts, and long-form.
- **Editorial:** Developmental, line, and copy editing. Interviewing, library research, and fact-checking. AP, Chicago, academic, and custom styles. Translating technical and scientific material for general audiences. Maintaining brand voice and highest quality standards.
- **Digital:** WordPress and content management systems. Information architecture, taxonomy, navigation, and user experience. SEO headlines and metadata. Web content maintenance and redesign.
- **Production and project management:** Editorial calendars and publication schedules. Vendor selection and coordination, print production, and financial processing. Platform evaluation and selection. Event planning and communications.
- **Platforms and tools:** Asana, Canva, Claude, Google Analytics and Workspace, MailChimp, Microsoft Office, Qualtrics, Slack, WordPress, Zoom. Social: LinkedIn, Facebook, Instagram, Bluesky, Reddit.

Publications and Presentations

- Articles, interviews, profiles, and blog posts in *Harvard Business Review* online, *MIT Sloan Management Review*, *Provincetown Arts*, and *Stanford Social Innovation Review*. Essays in *The Boston Globe Magazine*, *Columbia Journal* (2009 nonfiction prize judged by Phillip Lopate), *The Drum* (audio), *Harvard Review*, and other literary publications.
- Readings at Eckerd College, Harvard Bookstore, Lesley University, and Pine Manor College.

Education and Training

YW Boston, Boston, MA

LeadBoston, a year-long inclusive leadership training program

2022

Harvard Extension School, Cambridge, MA

Certificate in Publishing and Communications

2013

Lesley University, Cambridge, MA

M.F.A., Creative Writing, Nonfiction

2008

Wellesley College, Wellesley, MA

B.A., Medieval and Renaissance Studies major, English minor, magna cum laude

2000

Davis Prize for prose fiction