

## Associate Trade Editor

IVP Editorial

Position Description

Supervised by: Vice President, IVP Editorial / Associate Publisher, Trade  
Supervises: N/A  
Status: Full-time/Exempt  
Location: Flexible, but hybrid work at IVP office preferred

**To advance the purpose of InterVarsity Press, this position will** acquire and develop quality trade books, focusing on African American authors.

### MAJOR RESPONSIBILITIES

Personal:

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world

Acquire and develop books for IVP's trade by:

- Soliciting proposals and manuscripts by networking with African American denominations and attending key conferences
- Participating in the trade team meetings and publishing team meetings
- Managing projects through proposal, contracting, development, revision, copyediting, and proofreading
- Consulting and collaborating with designers regarding special layout features
- Working with editorial colleagues in copyediting and proofreading

Promote positive relationships with authors and colleagues by:

- Being responsive to email and other electronic messages, phone calls, and letters
- Communicating proactively about current and future projects
- Traveling to meet with authors and others at conferences and in other venues as needed
- Participating in IVP's efforts to support authors in wider promotion of their books as appropriate

Assist marketing and sales colleagues by:

- Writing cover and other marketing copy as assigned
- Identifying and supporting the solicitation of endorsers
- Communicating to marketing and sales staff the meaning and significance of particular books
- Consulting and assisting in various marketing, publicity, and sales efforts

**Support general goals of the editorial department by:**

- Evaluating proposals and manuscripts as requested
- Acting as project editor for manuscripts as requested
- Taking part in publishing and editorial meetings as necessary
- Participating in editorial planning meetings
- Contributing to *esprit de corps* and *joie de vivre* within the team

**Participate as an editorial and IVP team member by:**

- Attending department meetings
- Attending office meetings, participating as requested
- Interacting with others, soliciting feedback on projects and giving assignments as needed
- Maintaining familiarity with functions and process of copyediting, typesetting, and proofreading
- Relating well with personnel in all departments
- Building relationships with InterVarsity Christian Fellowship staff through participating in conferences or special events, soliciting feedback on IVP's publishing, and contracting appropriate book projects

## QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith as a maturing disciple of Jesus Christ
- Familiar with and networked within African American churches and denominations
- Graduate degree preferred
- Outstanding writing and editing skills, including analytical ability, judgment, and high capacity for attending to details
- Exceptional ability to adapt to and work with a wide range of people and personalities, especially authors, individually and in a team
- Excellent ability to plan, organize, and execute long-term, complex projects
- A working knowledge of current Microsoft Office applications is preferred, with proficiency in learning and using word-processing and other computer applications
- Ability to work independently, prioritize tasks, manage complex projects, respond effectively to multiple demands, stay organized, and meet deadlines
- Demonstrated commitment to confidentiality, customer service, and institutional alignment
- Flexibility for occasional travel to attend external events as needed and to coordinate meetings with authors as needed
- Demonstrated ability and commitment to work in a diverse team environment
- Flexibility to attend the Urbana Student Missions Conference every six years, Dec. 26-Jan.1, and National Staff Conference every three years (the year after Urbana), approximately Jan. 2-7

*External Candidates:* Please see instructions at [ivpress.com/jobs-and-internships](http://ivpress.com/jobs-and-internships) to complete your online application and send your resume and cover letter to [ivpcareers@ivpress.com](mailto:ivpcareers@ivpress.com).

*For Internal Candidates Only:* Please download and complete the Internal Application Form and also send your resume to [ivpcareers@ivpress.com](mailto:ivpcareers@ivpress.com)

## InterVarsity Christian Fellowship/USA

### Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God's love, grace and truth:  
The purpose of InterVarsity Christian Fellowship/USA is  
to establish and advance at colleges and universities  
witnessing communities of students and faculty  
who follow Jesus as Savior and Lord:  
growing in love for God,  
God's Word,  
God's people of every ethnicity and culture  
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

### Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

### Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

### Teamwork:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)