

# INTERVARSITY PRESS

## Position Description

**FRAMEWORK:**                      **Purpose of InterVarsity Press**  
**As an extension of InterVarsity Christian Fellowship/USA,**  
**InterVarsity Press serves those in the university, the church and the world,**  
**By publishing resources that equip and encourage people**  
**To follow Jesus as Savior and Lord in all of life.**

**JOB TITLE:**                      **Data Distribution Manager**

**Supervised by:**                Associate Digital Sales Director  
**Supervises:**                    N/A  
**Status:**                            Full-Time Exempt  
**Location:**                        Westmont, IL

### **PURPOSE:**

**To advance the purpose of InterVarsity Press, this position will** support the work of the press by defining and maintaining standards for metadata, cover, interior and ebook distribution and assisting with special projects as assigned by the Associate Digital Sales Director or Director of Sales.

### **MAJOR RESPONSIBILITIES:**

**Maintain accurate metadata and sales account information by:**

- Serving as point person for internal questions about where, when and how metadata changes will impact third parties
- Leading the effort to refine and improve IVP's data delivery processes that serve our external partners
- Collaborating with IVP's IT department to improve our data delivery systems
- Building and maintaining a distribution schedule for retail & wholesale partners
- As requested, troubleshoot and correct information at account websites like Amazon, Google and B&N
- Completing a final metadata check as each print and ebook title is released for sale and distribution

**Distribute ebooks, covers and metadata by:**

- Tracking data distribution efforts and providing detailed feedback for distribution errors and challenges
- Organizing and owning the ebook & cover file directories for internal purposes
- Preparing and labelling files according to guidelines for each key account
- Maintaining an internally accessible distribution tracking system that reflects activities with each account, including special requests completed
- Understanding the ONIX 2.1 and 3.0 xml metadata feeds, assisting with configuring them according to guidelines for each account, and delivering them on schedule to partners

- Generating and uploading content for Amazon's *Search Inside the Book*
- As needed, alerting accounts via email when new ebooks, covers and metadata are distributed

**Assisting with special projects and contributing to the department by:**

- Creating digital materials needed for reviewers, promotions, events, etc.
- Assisting the Sales team in troubleshooting issues raised by customers relating to ebook products
- Contributing to efforts that enhance book discoverability and SEO
- Alerting supervisor when work is completed and new assignments could be given
- Staying up to date with communication and scheduling tools used in the Sales department
- Participating in regular team, department and office meetings
- Any other duties as assigned

**QUALIFICATIONS:**

- Annually affirm InterVarsity's Statement of Faith
- Flexibility to attend Urbana Student Missions Conference every three years, Dec. 26-Jan.1, and National Staff Conference every three years (the year after Urbana), approximately Jan. 3-8.
- Bachelor's degree and 1-2 years of data distribution management experience required
- Strong attention to detail
- Initiative and follow-through
- Familiarity with xml formatting and tagging required
- Strong knowledge of ONIX preferred
- At least 1 year of experience using technologies for ftp transfers and data archiving
- Fluency with current Microsoft software applications, and intermediate or higher Excel skills required
- Ability to achieve and maintain a high level of knowledge regarding InterVarsity Press products, services, policies, programs and procedures
- Ability to collaborate across departments to solve complex problems
- Demonstrated ability and commitment to work in a diverse team environment
- Be a contributing member of the IVP community

**HOW TO APPLY:**

**External Candidates:** Please see instructions at [ivpress.com/jobs](http://ivpress.com/jobs) 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). There is no need to complete the online application.