

Executive Editor

Editorial Team

Supervised by: Associate Publisher/Director of Editorial
Supervises: General Line Books Editors
Status: Full-Time / Non-Exempt
Location: InterVarsity Press, Westmont, IL (*no remote location or telecommuting*)
Start Date: April 2019

To advance the purpose of InterVarsity, this position will acquire and develop manuscripts for the IVP Books imprint; provide administrative leadership for the editorial department; and develop and lead strategic initiatives for IVP.

RESPONSIBILITIES

Acquisitions (20% time)

- In collaboration with the editorial department and publishing team, design a devotional line of books. Acquire the authors and develop each volume, initially releasing 2 to 4 books a year
- Stay current with trends in small group ministry and Bible Study resources and develop related projects as requested
- Achieve other acquisitions goals, emphasizing authors of color, as determined annually—4 or 5 books
- Attend weekly meetings with general team editors
- Negotiate contracts with authors and/or their representatives
- Develop and coordinate special initiatives in support of developing our African American author base and publishing program
- Travel as needed to represent IVP

Project editing (30% time)

- Serve as the editorial liaison for acquired and assigned projects, managing the projects through all stages of development
- Partners with the marketing and creative teams to annually create up to ten specialty products, such as study guides or journals, to supplement our books and serve as premium products for direct to consumer initiatives
- Coordinates requests for our authors to create YouVersion text from our books, offering guidelines to the authors

SPCK Books (15% time)

- Select books for IVP distribution from SPCK and requests POs for initial orders from the print production team.
- Ensure that data for the books we distribute is entered into our systems as it becomes available.
- Coordinates SPCK catalog production

Strategic Initiatives (15% time)

- As a part of the strategic plan, lead out on a cross-departmental task force to expand our reach through marketing/sales/strategic work CT, UMI, Hampton University Ministers' Conference, and other venues.
- In collaboration with marketing and sales, identify and attend three conferences a year to expand marketing initiatives with African American audiences.

Departmental Leadership (20% time)

- Schedules the general team publishing meetings, sets the agendas, and participates in the meetings

- Schedules the weekly general editor team meetings
- Supervises the general team editors
- Schedules the EMT (Editorial Management Team) meetings, sets the agenda, and distributes the minutes
- Coordinates development opportunities and initiatives for the department as requested by the Associate Publisher
- Coordinates communication throughout the department

Crisis communication

- Run point on framing and execution of key corporate communications as requested by the Publisher
- Pro-actively work with editors to create Q and A documents for the use of customer contact center, publicity, and marketing personnel in regard to potentially controversial books

Participate as editorial team member

- Attend department meetings
- Attend office meetings, participating as requested
- Relate well with personnel in all departments
- Build relationships with IVCF staff as opportunities arise
- Perform other tasks as assigned by editorial director
- Help maintain esprit de corps and joie de vivre within editorial department!

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith as a maturing disciple of Jesus Christ
- BA required
- Masters degree in theology, business, or communications preferred
- Ten or more years of experience in publishing or communications required
- Three years of supervisory experience
- Proficiency in Chicago Manual of Style preferred
- Flexibility to attend Urbana Student Missions Conference every six years, Dec. 26-Jan.1, and National Staff Conference every three years (the year after Urbana), approximately Jan. 3-8

External Candidates: Please see instructions at ivpress.com/jobs to complete your online application and send your resume and cover letter to ivpcareers@ivpress.com.

For Internal Candidates Only: Please download and complete the Internal Application Form and also send your resume to ivpcareers@ivpress.com.

Executive Editor 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.

Team Work:

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)