

INTERVARSITY PRESS

Position Description

Job Title:	Associate Editor, Academic Books
Supervised by:	Associate Academic Editorial Director
Supervises:	None
Status:	Full-time/Exempt

Purpose of InterVarsity Press

As an extension of InterVarsity Christian Fellowship/USA, InterVarsity Press serves 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.

PURPOSE: To advance the purpose of InterVarsity Press, this position will acquire and develop quality academic and reference books.

You are passionate about books and the life of the mind, and you have long found the publishing life attractive. You embrace the significance of academic publishing for the academy and the church, and have a high view of the good it does in our lives and our society. You think contextually, informed by the past, alert to the present, and discerning of probable futures. While trained to a high competence in biblical studies, your intellectual curiosity takes you in multiple directions. You're intrinsically motivated by effective, purposeful communication in speech and writing. You enjoy collaborating with a variety of personality types and work styles, and you've discovered that helping others articulate their ideas can be as gratifying as articulating your own. You are a networker, a bridge builder, and an encourager, with gifts of discernment along with a tolerance for ambiguities. You thrive in an atmosphere of collegiality and respect for all your coworkers, where good humor readily mingles with a strong work ethic and a shared vocation.

You personally embrace the commitments of InterVarsity Christian Fellowship and the place of IVP within a wider university ministry. Your theological convictions are anchored in Scripture, and you understand and value the unique role and contributions of evangelical theology within the historic Christian tradition. You aren't put off by those whose ideas you may disagree with, and you appreciate the diverse range of thought and practice under the "big tent" of evangelicalism. You prize healthy institutions and understand their role in sustaining a mission over time, in enabling individual and corporate vocations to flourish, and in serving their wider constituencies.

The compelling, engaging books you acquire and develop will connect strongly with readers, teachers, and influencers and prove useful and enlightening to them along their intellectual and spiritual journeys.

MAJOR RESPONSIBILITIES:

Acquire and project edit books for IVP's academic and reference line by:

- Soliciting and evaluating proposals and manuscripts, especially in biblical studies, and commissioning external reviews as needed
- Managing projects through proposal, contracting, development, revision, copyediting, proofreading, and indexing
- Consulting and collaborating with designers regarding special layout features
- Working with editorial colleagues in copyediting, proofreading, and indexing

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
- Meeting with authors and others at academic 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
- Soliciting endorsements
- Helping plan and write assigned portions of the academic catalog
- 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 IVCF staff through participating in conferences or special events, soliciting feedback on IVP's publishing, and contracting appropriate book projects

OTHER DESIRABLE RESPONSIBILITIES:

- Develop and maintain expertise of recognized value among peers in publishing and the academy

QUALIFICATIONS:

- Annually affirm InterVarsity's Statement of Faith as a maturing disciple of Jesus Christ
- Graduate degree required, PhD in biblical studies strongly preferred, with commitment to continuing self-education
- 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 solid working knowledge of biblical Greek and Hebrew, Latin, and modern research languages (German and French) desirable
- 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 customer service and institutional alignment
- Flexibility to attend external events as needed and to coordinate meetings with authors as needed
- 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

Work schedule will revolve around the Press calendar and business hours (normally Monday through Friday, 8:30–5:00) with occasional need for odd hours on projects as assigned. This position will be expected to work in the InterVarsity Press office in Westmont, Illinois. **Effective date: July 2017**

Note: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.

To apply: See instructions at ivpress.com/jobs and send your application to kdehaven@ivpress.com, to the attention of Dr. Jon Boyd, Associate Academic Editorial Director.