

INTERVARSITY PRESS

Job Opening

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: Associate Editor, IVP Books

Supervised by: Associate Publisher, Director of Editorial

Supervises: None

Status: Full-time

PURPOSE: To advance the purpose of InterVarsity Press, this position will acquire and develop manuscripts for the IVP Books imprint with a particular emphasis on pastoral and church ministry/Praxis imprint.

MAJOR RESPONSIBILITIES:

Acquisitions

- Stay current with church ministry and pastoral resource needs as well as broad Christian trends
- Achieve acquisitions goals as determined annually
- Negotiate key terms of contracts with authors and/or their representatives
- Consult regularly with colleagues regarding line needs and proposals
- Participate in the publishing committee meeting
- Participate in weekly meeting with IVP Books editors to evaluate manuscripts
- Travel six or more times a year, as needed, to represent IVP Books editorially

Project editing

- Serve as the editorial liaison between IVP and authors
- Coordinate reader reports and endorsements of acquired and assigned projects
- Evaluate first draft and make recommendations to authors for revision
- Follow through with authors to encourage completion and revision of assigned manuscripts
- Write cover copy for acquired and assigned projects
- Transfer fully revised manuscripts to managing editor for copyediting per the production schedule
- Participate in interdepartmental meetings relating to scheduled and published books

Participate as editorial team member

- Take publishing committee meeting minutes
- Attend department meetings
- Attend office meetings, participating as requested
- Interact well with others in the department through the copyediting, proofreading, and layout processes
- Relate well with personnel in all departments
- Build relationships with IVCF staff as opportunities arise
- Perform other tasks as assigned by the associate publisher
- 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
- Ongoing professional development as deemed appropriate by supervisor
- Proficiency in house style and *Chicago Manual of Style*

- B.A. or better in English or related field
- Theological education preferred
- 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

Application and resume may be directed to Karin DeHaven at kdehaven@ivpress.com until September 1, 2017. No phone calls or walk-ins. All current job openings are listed at ivpress.com/jobs.

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