



## Judson Press & The American Baptist Home Mission Societies (ABHMS) are looking for a **Senior Editor**

**Why do we need a Senior Editor?** The Senior Editor oversees and directs all facets of book acquisitions, author recruitment and relationships, manuscript development, and editorial quality control. Before contract, the Senior Editor reviews proposals, originates concepts and identifies or cultivates authors for new publishing projects. After the contract, the Senior Editor is responsible for reviewing manuscripts, handling content editing (or outsources such as editing to the freelance substantive editor or project manager), developing a schedule for editorial and production tasks, and overseeing a quality control of the entire process. This position is full-time and is available immediately, reporting to the Publisher of Judson Press. The successful candidate will need to be within commuting distance of King of Prussia, Pa., as the position is based in the corporate offices of ABHMS/Judson Press.

### **Primary Duties and Responsibilities**

- **Acquisitions**
  - Develop book or content ideas, considering audience appeal
  - Review proposals for possible publication (200/year)
  - Identify prospective authors and cultivate author relationships
  - Negotiate publishing agreements for new books (10-12/year)
  - Develop Profit & Loss statements for each potential book project
  - Collaborate with Publisher and Marketing Director on final book titles, cover designs, book specifications, print runs, and publication schedules
- **Editorial development**
  - Review and approve contracted manuscripts upon submission
  - Read, evaluate, and edit manuscripts and confer with authors regarding changes in content, style or organization, or publication
  - Draft descriptive/summary copy for all new book projects for use by the marketing department and customer service
  - Develop and maintain house style guidelines for freelancers
- **Managing editorial**
  - Supervise and coordinate work of freelance editors, copyeditors, proofreaders, and designers, in collaboration with the Editorial & Production Coordinator (10-12 freelance/contract workers)
  - Develop and manage production schedules for all book projects, in consultation with Editorial & Production Coordinator and Marketing Director as needed

- **Supervisory role**
  - Supervise and coordinate work of in-house Editorial & Production Coordinator
  - Support and collaborate in decision making concerning freelance assignments, quality control, schedule adjustments, and permission requests, as needed
- **Collaborative engagement**
  - Serve on ABHMS teams, based on relevance to the editor role
  - Serve on various organization-wide planning teams (e.g., America for Christ, Orientation to ABC Life, Mission Summit Biennial, Space for Grace)
  - Supply content for other ABHMS publications (print and online), as requested
  - Facilitate workshops at ABHMS events
- Occasional travel to conferences/events may be required.
- Other relevant duties, as assigned.

### **Knowledge, Skills, and Experiences Required**

- Commitment to the mission, vision, and values of ABHMS and Judson Press
- A passion for working with religious professionals
- A passion for reading and content-sharing
- Deep knowledge of Christian Scriptures and theology-
- Above-average understanding of congregational church life and Baptist polity.
- Bachelor's degree in English, journalism, marketing, communications, or related field; a Master of Theology, religious arts, or divinity preferred.
- Minimum of 2-years' experience in publishing, editorial or production work
- Highly organized, multi-tasker with strong project management skills.
- Excellent proofreading and copyediting skills; certifications preferred.
- Proficiency with Microsoft Office software and Internet applications required.
- Self-motivated with an ability to work collaboratively and in teams.
- Strong professional ethics and sensitivity to confidentiality and accuracy in handling records
- Fluency in cultural sensitivity and cultural competency
- Experience working in a non-profit and/or faith-based setting
- Able to work additional hours during peak times as well as occasional travel, with ample notification.
- Must live within commuting distance of the ABHMS corporate offices in King of Prussia, Pa.

**Who are we?** Founded in 1832, the American Baptist Home Mission Societies (ABHMS) has a long history of meeting human needs and empowering individuals,

institutions, churches, and communities to share faith, concern, and resources to improve the quality of life for all people. Judson Press is a publishing ministry and provides Christ-centered leadership resources to transform persons, congregations, communities, and cultures.

ABHMS is an equal opportunity employer and practices non-discrimination. ABHMS offers a progressive work environment with competitive compensation, comprehensive employee benefits package – including health insurance, retirement plan, life insurance, paid vacation, and sick days plus Christmas week off.

ABHMS provides staff with the support needed to continue ,developing knowledge, skills, and abilities along their chosen career path consistent with ABHMS's missional priorities and objectives.

If you are interested in applying, please send a **Cover Letter** and **Current Resumé** to [HRMatters@abhms.org](mailto:HRMatters@abhms.org) as soon as possible yet no later than November 30<sup>th</sup>, 2021.