

POSITION DESCRIPTION

Job Title: Publications Project Manager

Date: February 1, 2017

Reports to: Executive Director

Full-Time (32 hrs)/Non-Exempt

Purpose of Job: Under general direction from the Executive Director, manages publishing projects (new and revisions) from start to finish, collaborating with the author, designer, and any other relevant contributors, from the acquisition phase, through the book's production, to final approval to print. Maintains online curriculum platform and inventory.

MAJOR DUTIES AND RESPONSIBILITIES (Essential Functions):

1. Cultivates new authors and manages existing relationships to develop teaching products that meet mission, financial, and focus area criteria. Repackages existing content. Works with authors during the writing phase to ensure manuscripts meet the intended goals of the finished products.
2. Coordinates and implements manuscript editing, review, formatting and other pre-press processes with authors, vendors, staff, consultants, and subcontractors. Develops and monitors timelines, scopes of work, contracts, license agreements, and budgets. Assures that Dibble standards are met.
3. Manages printing. Evaluates ROI of printing options. Manages inventory levels through purchasing and promotions.
4. Coordinates loading and organizing content on the online publishing platform.
5. Participates in Dibble staff projects including strategic planning, webinars, etc.
6. Assists ED with other duties as necessary or assigned.

REQUIRED KNOWLEDGE AND ABILITY:

1. Knowledgeable about current research in youth relationship education a plus.
2. A bachelor's degree is required. Three years successful experience in small business, project management or publishing. Experience with Dibble materials and secondary classroom instruction a plus.
3. Detail oriented. Excellent editing as well as oral and written communications skills.
4. Must be a team player with excellent interpersonal and communication skills. Prior experience working remotely with a virtual team is helpful.
5. Must be able to manage and prioritize multiple projects in a deadline-oriented environment with a minimum of supervision.
6. Proficiency in Word and Excel are required, and familiarity with InDesign, Photoshop, Acrobat, Google Docs, online-databases are strongly preferred.
7. Able to lift 30 lbs. unassisted. Occasional overnight travel required.