

**Title:** Managing Editor

**Reports to:** Executive Director

**Location:** Harrisonburg, Virginia

**FTE:** 1 FTE, salaried



### **MennoMedia Priorities**

At MennoMedia we publish highly readable, thoughtful curricula and books that call readers to follow Jesus in word and deed. We publish resources about Christian discipleship, spirituality, reconciliation, justice, and theology from an Anabaptist perspective, and our products reach a broad spectrum of evangelical, mainline, and Anabaptist readers. Our MennoMedia curricula, periodicals, and hymnals reach congregations that share these same affinities, cultivating passion for faith formation and an active life of discipleship rooted in trusting God and following Jesus. Our Herald Press books support the spiritual life of Christians and inform thoughtful faith and action.

### **Position Summary**

Serves as managing editor for MennoMedia and its product lines, including Herald Press books and Third Way website. The job of a managing editor brings together and requires strong writing and editing skills along with the practical focus of overseeing day-to-day editorial operations.

### **Overall Responsibilities**

#### **Acquisitions**

1. Accepts all manuscript submissions, acknowledging receipt, logging, and forwarding to the Acquisitions Editor and Publisher.
2. Distributes writer guidelines and answers writer questions as appropriate.
3. Drafts and sends manuscript acceptance and rejection letters as requested.
4. Consults with Publisher and Acquisitions Editor as they create contracts for new authors.

#### **Inventory, Reprints and Permissions**

1. Participates in the Reprint Approval Group, sending letters to authors when books are declared out of print.
2. Maintains files for in-print and out-of-print titles; maintains office copy bookshelves.
3. Manages all permissions and rights requests in communication with Publisher.
4. Oversees royalty payments for all Herald Press books, as well as for *Sing the Journey* and *Sing the Story*.

#### **Editorial Operations**

1. Schedules, manages, and oversees all those working on contract, including hiring developmental editors, copyeditors, proofreaders, indexers, and designers, as needed. Must be able to enforce deadlines.
2. Collaborates with writers and editors to resolve issues as they arise.
3. Oversees copyediting and proofreading procedures, and edits copy as necessary. Responsible for adjudicating copyeditor and proofreader corrections and adhering to house style.
4. Ensures that all contractors meet MennoMedia standards and that each book or resource is delivered on time.
5. Approves uploads to printers.

6. Occasionally serves as developmental editor for MennoMedia or Herald Press titles. This includes but is not limited to editing the overall narrative or structure, substantive editing, clarity, house style, and congruency. This may include securing materials for front and back matter, endorsements, foreword, dedication, title page, and index.
7. Reviews and approves or rejects all hard- and soft-copy printer proofs of products before they are printed; follows up with designers to make corrections on rejected proofs and with printers to make sure proofs are finalized for printing.
8. Participates in team meetings to develop titles, covers, marketing copy.
9. Oversees content curation for Third Way website, updating weekly and monthly materials.
10. Oversees, edits and distributes weekly Lovina's Amish Kitchen column.
11. Stay up-to-date on current publishing trends, in print and online.

#### **Qualifications and Skills**

1. Exceptional abilities in writing and editing, preferably with a bachelor's degree in English, communication, journalism, or related field, familiarity with Chicago Manual of Style, and at least 3 years' experience.
2. Proven experience in project management, planning, coordinating people, and/or operations.
3. Excellent organizational and leadership skills, as well as problem-solving abilities.
4. Commitment to accuracy and attention to detail.
5. Ability to work collaboratively with authors, editors, and designers.
6. Ability to deliver expected results on time.

#### **Organizational Fit**

1. Passion for sharing Anabaptist Christian values with the church and the world.
2. Knowledge of or willingness to work within Mennonite and related Anabaptist business and church culture.
3. Committed to Jesus Christ and participating in a local congregation.
4. Committed to Mennonite Church emphases in such areas as Christian formation, witness, service, peace, stewardship, anti-racism and church planting in many cultures.

*February 1, 2019*