



EDITORIAL DIRECTOR

November 1, 2021

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



SUMMARY

After more than 150 years, [Ave Maria Press](#) remains committed to the core mission set by Rev. Edward Sorin, C.S.C., in 1865 as he established the Congregation of Holy Cross in the United States. Ave was the third apostolate of Holy Cross founded in the US by the missionary priest, following the University of Notre Dame and St. Joseph's Parish in South Bend, Indiana. Now established as a major Catholic book publisher and still under the ownership of the U.S. Province of the Congregation of Holy Cross, Ave Maria Press is home to [Sorin Books](#), [Forest of Peace](#), and [Christian Classics](#). It perpetuates Fr. Sorin's vision to honor Mary and provides an important outlet for good Catholic writing and remains one of the oldest, continually operating Catholic publishing houses in the country and a leader in publishing Catholic high school religion textbooks, ministry resources, and books on prayer and spirituality.

The general purpose of the Editorial Director position at Ave Maria Press is to direct all aspects of the editorial process, from acquisition through editorial production.

Reports To: Publisher & CEO

Location: South Bend, IN

– Key Responsibilities –

RESULTS

Product Acquisition & Development

- Oversees product acquisition and development of approximately forty (40) books and other products a year in all publishing categories in order to ensure that the organization meets its financial and ministry goals
- Stays abreast of developments in digital publishing so that the organization can remain innovative in the way it produces conventional printed products and delivers digital content to its customers
- Leads Ave Maria's efforts in the recruitment of new authors and in developing new projects/products that will be a source of revenue
- Works with Publisher to negotiate contracts, royalty rates, and royalty advances with authors/agents and buys rights from other publishers
- Acquires and edits four to five books a year

Team Scheduling & Productivity

- Manages the editorial department staff in all phases of the editorial process from project planning to developmental editing to the proofing cycle and assists in developing department budget
- Establish goals, objectives and continuous improvement procedures within department and determine methods to maximize productivity and tracks employee performance
- Has overall responsibility for editorial quality control and for meeting editorial deadlines
- Performs a variety of tasks to insure smooth product flow between editorial, design, and marketing departments including, but not limited to, the following: organizing launch meetings for each season; participating in cover, pricing, and reprint meetings; maintaining the editorial pipeline; participating in sales presentations; and attending conferences and conventions

Team Leadership

- Completes employee performance reviews and establishes employee development plans annually; takes necessary measures to improve performance as needed throughout the year, including progressive discipline if and when appropriate
- Ensures adequate staffing levels (permanent and temporary) and knowledge/training of personnel to accomplish departmental functions
- Maintains positive employee morale and motivation and ensure a workplace atmosphere within all departments supervised that is free from harassment and discrimination of any kind
- Maintains an environment friendly to encouraging/ listening to employee suggestions and concerns and for objectively resolving issues in a timely manner, elevating them to the next level of management or Human Resources when appropriate

Communication

- As member of core management team, participates in regular meetings to insure effective communication among departments and to offer advice and perspective on corporate-level decisions; also participates in the strategic planning process
- Communicates Company policy to employees and distributes Company communications

CORE VALUES

Commitment 25%

- Demonstrates an awareness of, and a focus on, the Catholic mission of the organization as an apostolate of the Congregation of Holy Cross
- Is results-oriented and dedicated to the success of the company
- Exercises good stewardship over the organization's resources

Excellence 15%

- Demonstrates commitment to quality, accuracy, and attention to detail
- Displays professionalism, pride in work, and personal integrity
- Aims for the highest standard of excellence and strives to be the best

Collaboration 15%

- Works effectively, efficiently, and responsibly with other members of the team
- Cares about the outcome of the work or project at-hand, not just his or her contribution to it
- Communicates to others in a clear, respectful, and timely manner
- Helps others succeed

Adaptability 15%

- Eager and able to learn new skills and take on new challenges and responsibilities
- Displays a positive attitude about change
- Exhibits a sense of urgency in response to the needs of the organization

Initiative 15%

- Is pro-active, self-motivated and entrepreneurial
- Takes ownership of his or her work
- Demonstrates a willingness to take risks and accept responsibility
- Takes personal responsibility for learning and self-development

Creativity 15%

- Strives for innovation
- Seeks continuous improvement
- Proposes original ideas and solutions

TOTAL 100%

– Requirements –

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

A Master's Degree in Theology, English or a related field and a minimum of five (5) years of relevant experience is required. Trade, parish and curriculum knowledge preferred.

Computer Skills

To perform this job successfully, an individual must be proficient with MS Word, email and internet search systems and must have a basic knowledge of MS Excel.

Religious Requirement

Must be a practicing Roman Catholic who is, and remains, in good-standing with the Church and its teachings.

Other Qualifications, Skills and Abilities

Must have outstanding verbal and written communications skills and, knowledge of the Catholic faith, including strong parish ministerial needs and a keen understanding of parish demand. Thorough knowledge of, and experience with, the content production process in print, e-book, and multiple digital forms. Must possess the ability to manage assigned personnel and make routine personnel recommendations and/or decisions, including but not limited to, the following: hiring, promoting, training, developing, scheduling, measuring performance, disciplining and terminating.

Salary and Benefits

Ave Maria Press offers a competitive salary and a comprehensive employee benefit program including medical insurance, dental insurance, vision insurance, group term life insurance, 403(b) plan, extended leave (STD) and LTD plans, FSA's for medical and dependent care, a faith-based environment, and a generous paid time-off policy.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel: Occasional travel to diocesan centers, individual parishes, trade shows, and various professional and vocational conferences may be required.

Compensation and Benefits: Highly Competitive and comprehensive benefits with details available to candidates through Human Resources.

Application Deadline: January 15, 2022

(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

Salary: Commensurate with background, education and experience.

For consideration, please email resume to:

Ken Rowe
Senior Director
Catholic Recruiter Associates
Ken@CatholicRecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

Search managed by:

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