

Title: Acquisitions Editor, Herald Press

Reports to: Executive Director

Location: TBD

FTE: 1 FTE, salaried



MennoMedia Priorities

At MennoMedia, we believe God calls us to help people go deeper by developing thoughtful, Anabaptist resources to enrich faith and sustain hope in a complex world. Our Herald Press books imprint publishes highly readable, practical books that inform thoughtful faith. Our titles, written by a diverse and theologically informed community of authors, target a wide Christian readership.

Position Summary

The Herald Press acquisitions editor is responsible for acquiring 18–24 nonfiction book manuscripts annually for a wide swath of readers in areas including Christian living, contemporary issues, missions, peace and justice, spirituality, cookbooks on food and faith, as well as Amish- and Mennonite-themed cookbooks and nonfiction titles for both a tourist and a denominational audience. The acquisitions editor is part of the Editorial Department and reports to the Executive Director.

Key Responsibilities

1. Cultivates relationships with authors, soliciting and evaluating manuscript proposals and concepts.
2. Works with authors to hone manuscript proposals and guides authors through the acquisitions process. Also keeps authors informed on the status of their manuscripts, answering questions, and keeping lines of communication open.
3. Sets and shapes the agenda for monthly acquisitions meetings, which includes the preparation of supportive materials for the acquisitions team to review.
4. Completes developmental edits for most Herald Press books, guiding authors through substantive revisions.
5. Collaborates with the marketing department on titling and cover design, and serves as primary author contact during these processes.
6. Works with the managing editor to execute contracts for authors, copyeditors, proofreaders, designers, indexers, photographers, and illustrators, as needed.
7. Oversees schedules for each book published—through acceptance, submission, and print production to ensure that each book is delivered on time.
8. Secures content for front and back matter such as preface, introductions, endorsements, forewords, dedications, title pages, and indexes.
9. Drafts copy for back covers and book jackets.
10. Other duties as assigned.

Qualifications and Skills

1. Experience editing book-length manuscripts.
2. 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 5 years' experience.
3. Able to manage multiple tasks and juggle a variety of deadlines.
4. Excellent organizational and leadership skills.
5. Self-starter who is filled with ideas, able to set priorities, meet deadlines, and work independently.
6. Able to work collaboratively and productively with authors, editors, designers, etc.
7. Able to deliver expected results on time.
8. Solid understanding of publishing and market trends.
9. Training or experience in Christian religion, biblical studies, or theology preferred.

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.

October 15, 2020