**Title:** Managing Editor, Herald Press

**Reports to:** Executive Director

**Location:** Remote

**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. Our Herald Press books imprint publishes books about Christian discipleship, spirituality, reconciliation, justice, and theology, and our products reach a broad spectrum of evangelical, mainline, and Anabaptist readers. Our titles, written by a diverse and theologically informed community of authors, target a wide Christian readership.

**Position Summary**

The role 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. The managing editor oversees logging and responding to submissions; editorial and production timelines; and permissions, rights, and royalties for the Herald Press imprint as well as other MennoMedia products.

**Overall Responsibilities**

**Acquisitions**

1. Receives all manuscript submissions, acknowledging receipt, logging, and forwarding to the acquisitions editor and publisher.
2. Participates in the acquisition team for Herald Press books, reviewing and discussing manuscripts brought forward by the acquisition editor.
3. Distributes writer guidelines and answers writer questions as appropriate.
4. Drafts rejection letters as requested.
5. Creates contracts for new authors in consultation with publisher and acquisitions editor.
6. Sets up royalty records for new products and coordinates payments for any author advances.

**Permissions, Rights, and Royalties**

1. Manages all permissions and rights requests in communication with publisher.
2. Works with the editorial assistant on royalty payments for all Herald Press books, as well as for *Sing the Journey* and *Sing the Story*.

**Editorial Operations**

1. Oversees and establishes editorial and production timelines in collaboration with the acquisitions editor and designer.
2. 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.
3. Collaborates with writers and editors to resolve issues as they arise.
4. Sends out all endorsement requests and follows up persistently on these requests.
5. Oversees copyediting and proofreading procedures, and edits copy as necessary. Responsible for adjudicating copyeditor and proofreader corrections and adhering to house style.
6. Ensures that all contractors meet MennoMedia standards and that each book or resource is delivered on time.
7. Approves uploads to printers.
8. 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.
9. 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.
10. Participates in team meetings to develop titles, covers, marketing copy.
11. Shares editing responsibilities for weekly Lovina’s Amish Kitchen newspaper column.
12. Stays 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 leaderships 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.

*September 1, 2021*