

## **Come Put Your Strengths to Work at AGB**

### **DIRECTOR OF PUBLICATIONS AND EDITORIAL OPERATIONS**

The Association of Governing Boards of Universities and Colleges (AGB) has a career opportunity for a Director of Publications and Editorial Operations to lead the department in planning, developing, editing, and producing various periodicals and publications at AGB.

#### **The Scope**

The Director is responsible for planning and implementing the strategic vision and operational tactics for all AGB Publications functions, including editorial direction of blogs, books, reports, and statements; business planning and budgetary oversight; publishing technology applications; book, report, and statement copy editing and production; inventory management; publication sales and fulfillment. Working collaboratively with authors, staff colleagues, designers, printers, and other vendors the Director ensures that the Association's educational outreach to its members is consistent with the highest standards of thought leadership in higher education governance, evinces outstanding editorial quality, leverages multiple delivery and fulfillment channels, and achieves annual goals for publications production and book channel revenue.

#### **The Duties**

*The duties and responsibilities listed are only a summary of the typical functions of the job and not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. Employees must be able to perform the essential duties of the position with or without reasonable accommodations.*

- As part of the Content Strategy and Development team, collaborate on AGB's overall content strategy, assisting in the development of an annual content calendar and individual project schedules for AGB publications.
- Develop annual and long-term strategies for the development, production, and distribution of blogs, books, e-books, reports, and statements, with approval from and in coordination with supervisor.
- Develop and monitor the operating budget for complimentary AGB publications and AGB books and e-books.
- Identify and cultivate authors (working with AVP), evaluate proposals for new titles, and negotiate agreements with authors and contributors.
- Ensure the publications pipeline is sufficiently filled to achieve or exceed annual content strategy and revenue goals.
- Work with authors for content review and development of manuscripts for publication including developmental editing to realize content objectives and meet AGB quality standards.
- Define, administer, and direct the work of editorial, design, and production consultants and vendors.
- Work with the Editorial & Production Coordinator for support in editing manuscripts and digital files.

- Work closely with the Director of Digital Solutions to support new digital product development where AGB publications content is sourced.
- Work with the Editorial & Production Coordinator to oversee book order fulfillment process.
- Identify governance topics and content for development with appropriate staff from the Content, Programs, and Partnerships departments, and other staff.
- Stay informed of current higher education trends and governance topics.
- Stay informed of existing and emerging publications media and make recommendations for media technologies that are appropriate to AGB members and to the purpose of each project.
- Collaborate with appropriate staff to secure outside funding, including grants and sponsorships, for AGB publications.
- Maintain AGB house style guides and standards.
- Effective human capital management.

### **The Requirements**

- Knowledge of higher education and/or higher education governance.
- BA/BS required, MA, MBA, or other advanced degree desirable. Bachelor's degree in journalism, English, communications, or a related field or relevant work experience.
- Exceptional editorial and writing skills, including the capacity to critically assess governance-specific written communications and development edit manuscripts and oversee line editing and general copy editing.
- The ability to operate on both tactical and strategic levels and collaborate with colleagues to develop new and innovative print and digital publications and products.
- Proven project management skills, with the ability to oversee multiple, complex projects simultaneously in a deadline-driven environment.
- Demonstrated knowledge of print and digital publication production process; experience with content management systems, E-books formats, and XML workflows such as Scribe a plus.
- Proven record in applying good judgment and critical business practices to achieve a sustainable publishing program, including budgeting, sales forecasting, pricing strategies, and cost control.
- Creativity in developing new publications that align with organizational goals and objectives.
- Strong management and team leadership skills to collaborate with authors and Content team members.
- Ability to work in a fast-paced collaborative team environment with high expectations and competing priorities.
- Mastery of the Chicago Manual of Style for manuscripts.
- Proficiency in Word and other Microsoft Office suite software.
- Excellent oral and interpersonal skills, and strong ethical and professional standards.

### **The Organization**

The Association of Governing Boards of Universities and Colleges (AGB) is the premier organization focused on empowering college, university, and foundation boards to govern with knowledge and confidence.

Governing boards in higher education must focus now more than ever on strategic leadership of their institutions and foundations to ensure institutional vitality and student success. It is critical that they reinforce the value of higher education, innovate through the effective use of technology, and serve the needs of a shifting demographic. AGB provides leadership and counsel to member boards, chief executives, organizational staff, policymakers, and other key industry leaders to help them navigate the changing education landscape.

AGB is an equal opportunity employer and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

For immediate consideration, please send your cover letter and resume to:

Larry L. Robertson

SVP and Chief People Officer

[Employment@AGB.org](mailto:Employment@AGB.org)