
Job Opening Acquisitions and Developmental Editor

Posted: 12/29/14

Available Immediately

Full Time

Redleaf Press creates exceptional resources for early childhood professionals and is the publishing arm of Think Small®, Minnesota's leader in early learning, dedicated to advancing early childhood care and education. Redleaf Press uses leading-edge knowledge from the early childhood field to create tools that support and strengthen the abilities of early childhood professionals and caregivers. This position contributes to the development of Redleaf's annual publishing plans; acquires approved proposals and manuscripts; edits or oversees the developmental and substantive editing of manuscripts; and identifies needs and trends within the early childhood field.

Essential Job Functions

- Monitor early childhood market to identify new and distributed projects for acquisition
 - Follow early childhood educational trends to identify new product topics
 - Establish relationships with a network of early childhood leaders and professionals to identify potential authors
 - Recruit and manage freelancers editors, writers, content experts and interns as required
 - With content development manager, maintain annual publishing plans and calendars
 - Seek out projects for acquisition that fulfill Redleaf product planning and strategic goals
 - Determine which proposals/manuscripts should be brought to the acquisition committee
 - [covered in first bullet]
 - Communicate and ensure compliance with Redleaf standards to current and prospective authors
 - Review Redleaf and agency materials for early childhood best practices
 - Schedule and facilitate acquisition and launch meetings
 - Perform developmental and substantive edits and editorial fact checks
 - Hire, monitor and manage freelance developmental and substantive editors
 - Hire content experts/peer reviewers; evaluate their recommendations and provide solutions to concerns
 - Assign editorial projects to interns and oversee the quality of their work
 - Transmit production-ready manuscripts on full-term production schedules; review production proofs in a timely manner and interact with authors during production process as needed
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Requirements

- Bachelor's degree in English and/or Early Childhood Education; Master's preferred
 - 5 years' experience in editorial and project management
 - Broad knowledge of early childhood education; practical experience preferred
 - Competency using basic MS Office programs (Outlook, Word, Excel, PowerPoint)
 - Working knowledge of Mac OS and Windows platforms
 - Working knowledge of Adobe Acrobat, web-based communication applications (Skype, FaceTime, etc.), and popular social media
 - Occasional weekday, evening, or weekend meetings required, locally and out of town
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Salary and Benefits

Think Small offers competitive salary and an excellent benefits package. Our 90+ employee agency offers flexible schedules and a family-friendly, professional work environment in an award-winning building located in Little Canada near Highways 35E and 694. We also have an office in Minneapolis off Highway 280 and East Hennepin Avenue.

How to Apply

Submit cover letter and resume with salary history to:

Email - jobs@thinksmall.org with ATTN: HR – Acquisitions & Development Editor on the subject line

Fax - 651-645-0990, ATTN: HR – Acquisitions & Development Editor

Think Small is an Equal Opportunity and Affirmative Action Employer

10 Yorkton Court, St Paul, MN 55117

