

Job Opening

Acquisitions and Developmental Editor

Posted: 9-11-17

Available Immediately

Full Time

Redleaf Press creates exceptional resources for early childhood professionals and is the publishing arm of Think Small – Minnesota’s leaders in early learning. Redleaf Press uses leading-edge knowledge from the early childhood field to create tools that support and strengthen the abilities of parents and caregivers. We currently have an opening for an experienced Acquisitions and Developmental Editor for Redleaf Press – the publishing division of Think Small.

Essential Job Functions

- Network and establish relationships with early childhood leaders and professionals to identify potential authors and promote publishing with Redleaf Press
- Monitor early childhood research, literature, market needs and trends, best practices, and other issues to identify new publishing and distributed products for acquisition
- Seek out projects for acquisition that fulfill Redleaf’s publishing and strategic goals
- Determine which proposals/manuscripts should be brought to the acquisition committee
- Prepare materials for, schedule, and lead acquisition committee meetings and launch meetings
- Regularly attend early childhood conferences and workshop sessions
- Maintain strong productive relationships with Redleaf authors
- Perform developmental and substantive editing and editorial fact checks
- Hire freelance developmental and substantive editors; monitor project quality, budget, and deadlines
- Review materials from other editors, departments, or Think Small for early childhood best practices

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 Adobe Acrobat, web-based communication applications (Skype, FaceTime, etc.) and popular social media
- Occasional local travel, some evening, weekend and out of town travel

Salary and Benefits

Think Small offers a minimum of \$22.40 for this position and an excellent benefits package. Our 100+ 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

Email cover letter and resume with salary expectations to:
jobs@thinksmall.org with the job title on the subject line