



Job Title: Associate Publisher and Director of Operations
Reports To: President and Publisher
FLSA Status: Exempt; Full-time, 40 hours a week

Position Summary: The Associate Publisher and Director of Operations is accountable to the President and Publisher to lead and direct scheduling, production, procurement, and information management of products and services, business/financial system integration with vendors and evaluate and recommend business strategies in ways that serve our clients and advance the purpose, values, and envisioned future of the publishing house. Areas of primary responsibility include a) general management and administration, b) personnel and fiscal management, c) buying/vendor relations, and d) operating and business systems development, integration and maintenance e) acquisition review and product development management of assigned products.

Essential duties and responsibilities include the following. Other duties may be assigned.

1. General management and administration

- a. Assist the President and Publisher as assigned in various aspects of general management, administration, and strategic business development.
- b. Develop and administer operational policies for production, personnel, communication, information services, accounts payable and business structure/reporting between third-party providers and CBP's business structure.
- c. Provide information for board evaluation of the organization's activities as directed by the President.

2. Fiscal

- a. Develop, recommend, and monitor annual and other budgets for areas of accountability.
- b. Develop, forecast, schedule, authorize and process appropriate cost analysis for all procurement expenditures, business systems and new strategic business development.
- c. Oversee new product cost estimates and work-in-process costs and costs of goods.
- d. Provide for proper fiscal record-keeping and reporting accounts payable, in-house accounts receivable, payroll.
- e. Provide for proper fiscal record-keeping and reporting of royalties.
- f. Analyze financial variances and recommend and/or initiate corrective actions.
- g. Maintain, modify and create business system interfaces between third-party providers and CBP's business system for accurate and timely financial accounting, including website. Develop systems, policies and redundancies.

3. Personnel/Human Resources

- a. For assigned in-house and contract production, design, communications, financial, and information management staff as needed: Hire, supervise, train/coach, discipline, monitoring and review work performance and compensation.
- b. Work cooperatively with President and Publisher to oversee HR policies.
- c. Work cooperatively with other staff managers to ensure maximum staff productivity and clarity on assignments.
- d. Conduct or participate in employee disciplinary actions.

4. Buyer/Vendor relationships

- a. Identify, select and manage individual and corporate service providers to meet demands for production, design, distribution, communications, financial and information management activities.
- b. Purchase manufacturing and business needs including printing, information system and office-operations-business system.
- c. Manage, approve and oversee purchasing of services and manufacturing, setting policies and procedures.
- d. Sustain rapport with key vendors by making periodic contact, exploring specific needs, and anticipating new opportunities.
- e. Negotiate and manage agreements, relationships and performance accountabilities with vendors.
- f. Identify trends, determine system improvements, and implement changes.

5. Operating and Business systems development

- a. Contribute sales, production and procurement information and recommendations to strategic plans and reviews.
- b. Determine annual cost-of-goods and gross-margin plans by projecting expected sales volume and print runs for existing and new products; analyzing trends and results; establishing reprint strategies; recommending designs and formats; monitoring costs, competition, supply, and demand.
- c. Maintains adequate inventory levels utilizing smallest feasible cumulative capital investment.
- d. Manage distribution, productivity, quality, and inventory management standards.
- e. Recommend and secure hardware, software, and staffing needs to ensure appropriate functionality of all operating systems.
- f. Enhance product marketability and profitability by researching, identifying, and capitalizing on production opportunities, distribution and customer service needs; collaborating with editorial and marketing colleagues in new product development and design; evaluating and recommending discontinuation of products and services.
 1. Review marketing pieces to ensure customer needs are being met with the back-end business system to support completion of sale
 2. Key liaison with customer service and warehouse vendor, working through policies and business systems.
- g. Enhance profitability by managing expenses and optimizing business opportunities related to new services and new revenue streams.
- h. Review Lucas Park Books and ebook distribution yearly to evaluate if any changes need to be made to the programs.

6. Acquisition Review and Product Development Management

- a. Build business plans and evaluate and recommend fiscally sound options for the new product development plan.
- b. Regularly review acquisitions and identify other publishing opportunities.

All duties shall be performed under these guidelines:

- Protect the organization's value by keeping information confidential.
- Maintain professional and technical knowledge by pursuing educational opportunities, reviewing professional publications, and establishing personal professional networks.



- Accomplish organization goals by accepting ownership for meeting new challenges and exploring opportunities to add value to job accomplishments.

SUPERVISORY RESPONSIBILITIES

Oversees the professional development and performance of regular and contract employees and third-party providers related to publishing, production, finance-operation-business systems and information systems activities, possibly at multiple locations. Carries out supervisory responsibilities in accordance with the organization's policies and applicable federal, state, and local employment laws.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. CBP/Chalice Press may make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

- Significant experience in conventional print, on-demand and web-based production and operations management; experience in the book publishing industry preferred but not required;
- Post-secondary degree, or the experiential equivalent, preferably in the areas of operations, business management, or print production;
- Assertive, positive personality, with good communication and interpersonal skills in person, by telephone, and in writing;
- Open, consultative management style supported by a clear focus on results;
- Ability to travel occasionally (less than 10% of time);
- Familiarity with and appreciation for the mission and ministry of progressive Christian churches in North America.