



## Project Editor

### Cognella Academic Publishing Imprint

Cognella, Inc. is immediately seeking a Project Editor to join our fast-moving and close-knit publishing team, play a primary role overseeing the editorial development of forthcoming textbooks, and successfully manage client relationships. In this position you will be responsible for ensuring the delivery of vetted and well-crafted manuscripts according to their planned schedule of publication. You will regularly consult with our authors and coordinate all necessary activities and tasks needed to prepare the handoff of organized and well-rounded content to our production team. This position is an integral part of the company that has a high influence on client management and title preparation, both of which directly impact the overall success of the company.

The ideal candidate will possess natural communication skills and an ability to develop and maintain strong client relationships. This person should be organized, efficient, and have a deep understanding of the editorial process. This position requires someone with a collaborative spirit and get-it-done attitude, who is excited to help mold content for a student audience. This is an amazing opportunity to build titles from start to finish, expanding your own portfolio of work, and to develop lasting associations with academics in a variety of fields and disciplines.

#### **RESPONSIBILITIES**

- 1) Project Management
  - Serve as a principal liaison to our clients and have informed discussions on all aspects of the publishing process with our authors/editors and stakeholders
  - Partner with your assigned acquisitions editors to manage all aspects of title development—from the moment the agreement is signed to delivery of manuscripts to production
  - Provide resources and participate in webinars for new authors, leading them through successfully developing a book and offering tools to assist them
  - Maintain project schedules and keep projects running on time
  - Coordinate project activities with internal and external teams, from creative to sales, communicating clearly and effectively with various stakeholders
  - Build strong, lasting relationships with authors while being brand ambassadors for Cognella
- 2) Editorial Development
  - Determine project scope, review content mix with authors, and facilitate the provision of comprehensive editorial feedback from developmental editors and other writing consultants—all in the interest of arriving at a cost-effective, editorially sound product that is an effective classroom tool for students
  - Perform benchmarking and coordinate peer reviews
  - Identify and pursue new business opportunities stemming from current projects
  - Apply specialized knowledge toward the department and company's further development
- 3) Administration + Reporting
  - Use our existing database for project tracking and regular reporting
  - Update internal teams on weekly metrics, sharing progress made across projects
  - Develop new reports and tracking tools that can be used by all team members
  - Review and analyze performance during previous publishing terms; offer and implement ideas for improvement

#### **QUALIFICATIONS**

- Exceptional organizational skills with proven ability to prioritize multiple daily tasks and long-term projects in order to meet deadlines, ensure efficient workflow, and effectively manage competing responsibilities
- Professional demeanor paired with strong interpersonal and communication skills (written and verbal), including the ability to negotiate, persuade, and present information clearly one-on-one and in group settings
- Thorough understanding of English grammar and experience with editorial processes
- Superb attention to detail





- Strong analytical skills
- Ability to work well under pressure in an environment of rapidly changing deadlines and priorities
- Motivation to work independently
- Excellent problem solving skills and a proven record of generating creative solutions
- Ability to work cohesively with colleagues and clients and to maintain strong client relationships
- Flexibility and willingness to adapt to changes in duties, responsibilities, and processes
- Willingness to invest in a positive and engaged company culture
- High proficiency using computer software including Microsoft Office and Adobe Acrobat Pro. Preference given to those with project management software experience and/or some exposure to Adobe Creative Suite (CS5 or higher).

#### **MINIMUM EXPERIENCE**

3+ years working with an editorial team is required. Preference will be given to those with an academic publishing background.

#### **MINIMUM EDUCATION**

Bachelor's degree or higher level

#### **REPORTS TO**

Senior Managing Editor

#### **STATUS**

Full-Time, Exempt

#### **START DATE**

Immediate

#### **LOCATION**

This position is based out of our corporate office located in the Sorrento Valley area of San Diego, California. Relocation assistance is not available for this position, but candidates who are willing to move will be considered.

#### **COMPENSATION**

Competitive salary and benefits package (health, vision, dental, generous vacation, holiday, and sick time, and 401K matching plan) with bonus opportunities based on optional participation in our wellness program.

#### **TO APPLY**

For consideration, please e-mail a cover letter and résumé to [careers-editorial@cognella.com](mailto:careers-editorial@cognella.com). All submissions will be held in confidence.

#### **ABOUT US**

Cognella is a leading provider of personalized higher-education publishing solutions, operating Web properties and services under two brands: Cognella Academic Publishing ([www.cognella.com](http://www.cognella.com)) and University Readers ([www.universityreaders.com](http://www.universityreaders.com)). We enable professors to control their choice of content, allowing them to design and tailor course materials to specific courses and learning objectives. Our unique approach has enabled us to become a trusted source for more than 4,000 instructors and 125,000 students annually at over 600 colleges and universities nationwide. Cognella has approximately 70 employees and is headquartered in San Diego.

Cognella offers all of our team members a stimulating and entrepreneurial work environment in Sorrento Valley, great colleagues, and the opportunity to shape their positions. So, if you have a “fire in your belly” to succeed, have a great attitude, and have always wanted to be part of a tight entrepreneurial team, this is your chance to join our company and break new ground in the academic publishing space.

Cognella, Inc. is an Equal Employment Opportunity (EEO) employer.

**Recruiters please do not contact this job post.**

