

Managing Director of St. Vladimir's Seminary Press

The Managing Director (MD) leads the strategic vision for both acquisition of Press content and marketing and sales of product. The MD supervises the Press and Bookstore operations. The MD represents the Press at conferences and trade shows, develops marketing materials for Press products, establishes agreements, maintains distribution networks, and works to meet sales goals and maintain a presence of the Press in the book trade.

Responsibilities

- Works to stay within the annual budgeted financial targets
- Schedules and chairs SVS Press Advisory Committee meetings
- Presents new publications and other products to the Advisory Committee for final approval
- Develops marketing campaigns, catalogs, and all advertising in print and digital media
- Analyzes marketing and promotional activities to maximize efficiencies and return
- Penetrates new markets and distribution channels
 - Works w/international distributors to ensure they receive all new releases and they maintain a correct list of Press materials
- Develops and expands methods to introduce new products
- Maintains and updates Press's website and social media
- Maintains and updates Press's digital offerings
- Determines travel schedule for appropriate trade shows and conferences
- Works with SVS Press Advancement Team on subventions
- Works with the Finance Office to process royalty payments for authors
- Submits check requests for production expenses
- Authorizes payments
- Prepares the final price lists and any special discounts for all new print, reprint, and special projects
- Maintains the *SVS Quarterly's* data base and billing subscription procedures

Bookstore Operations

- Supervises Customer Service Center and their activities, which include the following:
 - Processing orders
 - Warehousing products
 - Managing stock and inventory levels
 - Processing Bookstore payables and receivables

- Manages sales and customer databases
- Establishes optimum inventory levels
 - Works w/Production Manager to create reprint schedule
- Coordinates and implements Bookstore presence at special events
- Manages SVS Press presence at both on- and off-campus events

Qualifications

- Demonstrated marketing and sales experience
- Demonstrated publishing and management experience commensurate with the position
- Undergraduate degree required with an advance degreed preferred and an M.Div. recommended
- Knowledge of the faith, worship and theology of the Orthodox Church
- Knowledge of SVS Press tradition, culture and publication lists
- Person of moral integrity with conduct in keeping with the life and tradition of the Orthodox Christian Church

*St. Vladimir's Orthodox Theological Seminary
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Please send your resume to employment@svots.edu. For further information contact the seminary at 914-961-8313 x329