



*Location:* **XanEdu Corporate Office in Ann Arbor, MI (preferred)**

*Title:* **Custom Solutions Editor**

*About XanEdu:* XanEdu delivers unique custom publishing solutions to the primary, secondary and higher education community. XanEdu is experiencing exceptional growth in the K-12 and higher-ed markets due to its unique ability to provide customized curriculum resources at the district-level in K12 and at the individual professor-level in higher-ed. Educators adopt XanEdu's highly customized curriculum solutions because they support high quality, rigorous requirements and greatly surpass the capabilities of the traditional textbook model.

As a result XanEdu is seeking a highly motivated Customer Solutions Editor to play a critical role in supporting XanEdu's fast growing custom book division, focusing on the higher education projects

*Description:* As a member of the XanEdu Publishing team, the Custom Solutions Editor will drive the growth of custom published products and achieve revenue targets. The CSE will collaborate with local sales representatives, marketing staff, potential and current customers, authors, primary, secondary and higher education instructors and administrators.

#### ***SUMMARY OF DUTIES***

- Oversee the production of custom textbooks, readers, workbooks, and manuals, including the acquisition, design, third party permissions, production and delivery.
- Experience overseeing a team of internal employees and/or free lancers to complete custom books from inception to delivery. Preference will be given to candidates who have also have experience completing the following project requirements: InDesign file creation, create page layout templates, format text, proofread, copyedit, developmental editing (e.g. advising customers on creating content or recommending 3<sup>rd</sup> party content to complete projects), design print and digital book covers, prepare print ready files, check press proofs, etc.
- Create and manage timelines for each project to ensure timely delivery of projects to the customer.
- Manage and coordinate permission-related activities to ensure permissions are in compliance with the law as well as industry standards to assess risk and communicate findings.
- Reach all assigned sales margin goals, which includes negotiating pricing with

printers for all projects.

- Manage existing accounts and understand changing customer needs in order to maintain quality service and expand sales opportunities.
- Prepare complete, accurate, detailed reports within established timelines: customer, weekly, monthly, and special reports as requested.
- Stay within assigned budgets.

*Requirements:*

- 4 year degree required.
- Minimum of 2-4 years' experience as a Managing Editor.
- Previous experience managing custom book projects from closed sale to print production.
- Experience evaluating content for 3<sup>rd</sup> party permissions as well as experience clearing 3<sup>rd</sup> party permissions through rights holders including publishers, individuals, estates, agents or aggregators to ensure publications are in compliance with copyright law.
- Strong organizational, managerial, presentation and personal skills to successfully communicate, negotiate and present with internal and external customers.
- Must have advanced computer skills with proficiencies in the Microsoft Suite, In-Design, Adobe Photoshop, Adobe Illustrator, and CRM's.
- Excellent written and verbal skills with solid time management skills. Must be willing to travel as needed to meet with clients and attend sales conferences and trainings. Expected travel is 10-25%
- Ability to work in a dynamic, entrepreneurial organization, in both a team and independent environment.

*About the Company:*

If you are interested in joining our diverse group of talented professionals who are changing the course of education, please email a cover letter and your resume to [employment@xanedu.com](mailto:employment@xanedu.com)

*Benefits:*

Medical, Dental, Vision, Life, 401K.

XanEdu, Inc. is an Equal Opportunity Employer.