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# Example of Acquisitions Editor Job Description

Our growing company is hiring for an acquisitions editor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for acquisitions editor

* Work with acquisitions team to prepare content for new title launch—metadata, description, author profile, competitive and comparable titles
* Strong interpersonal and communication skills required to work constructively with team members in the US and abroad, diplomatically and professionally with content providers
* Soliciting submissions from publishers and agents, identifying and evaluating the right projects and pitching to internal acquisition stakeholders
* Working closely with our internal teams (e.g., Finance, Studio, Marketing, Sales) to guide work from acquisition through publication
* Developing and maintaining strong relationships with authors, literary agents, publishers and industry contacts
* Prepare complete proposal documents for individual projects as appropriate
* Negotiate contracts with author and appropriate changes to project plan from feedback obtained during external and internal review process
* Achieve or exceed annual signing targets in relevant area and with appropriate mix of product types/topics/revised and new editions
* Meet goals set by editorial management for contracts signed, manuscripts transmitted to production, and titles published each year.In first 12 months the Associate Editor is expected to contract at least 10 contracts
* Conducts market and competitive research in support of and at the direction of editorial management

## Qualifications for acquisitions editor

* Bachelor's degree in a STEM field required
* Experience as an acquisitions editor or related editorial / publishing experience highly desirable
* For a Senior Editor candidate, experience organically developing a list people manage experience required
* Travel as necessary to content providers and partners industry trade shows to identify new content and negotiate rights to desired content
* Minimum of five years of experience acquiring similar book and reference content, preferably with a digital focus
* Financial management acumen to estimate sales potential and manage profitability