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# Example of Acquisitions Editor Job Description

Our growing company is searching for experienced candidates for the position of acquisitions editor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for acquisitions editor

* Maintain and strengthen trust in author relationships
* Attend conferences and industry trade shows as needed to access authors, agents and potential projects
* Help develop and approve back ad/flap copy, catalog and promotional copy
* Prepare and present own projects to the satisfaction of senior management
* Responsible for defining, maintaining, and advancing the company's accepted goals in terms of program growth and development within the discipline(s) assigned
* Meet annual goals set by editorial management for book contracts signed, book manuscripts transmitted to production, and book titles published each year
* Pursues an active and efficient acquisitions policy in the Engineering subject area through correspondence, required meetings/trips, telephone, consultations with advisors, Approximately 20%-40% travel strong initiative and independent functioning is required in this position
* Generating new content pipelines or business opportunities that will result in lead generation and editorial submissions, then converting those leads and submissions into acquisitions
* Leveraging internal and external assets and connections to drive strategic acquisitions
* Proactively identify and resolve obstacles that may block or reduce our ability to meet financial or strategic goals

## Qualifications for acquisitions editor

* Librarians or Library & Information Studies graduates
* Archivists or those with experience of working with archival collections
* Excellent research skills and a track record of using them on complex projects
* Proficient with standard Microsoft Office software, especially Excel and Powerpoin
* Experience of participation in key business meetings with customers and partner organisation
* Experience of, and demonstrable competency with, using online library catalogues