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# Example of Acquisitions Editor Job Description

Our company is growing rapidly and is hiring for an acquisitions editor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for acquisitions editor

* Identifying significant acquisition opportunities and presenting to internal stakeholders for approvals
* Presenting polished, comprehensive and innovative offers to external parties
* Identify authors and support them in developing and producing their projects
* Solicit, read and evaluate book proposals offered by authors/editors, assess their suitability for the list
* Meet goals set by editorial management such as contracts signed and manuscripts handed over to production
* Manage the existing lists associated with the assigned subject area, and maintaining profitable relationships with Editorial Board Members, (book series) authors and advisors
* Negotiate contract terms with authors
* Remain a point of contact for authors/editors throughout the publication process
* Manage the back-list, making decisions on publishing potential and new editions of successful titles
* Identify market potential and developing new products and titles to suit those markets

## Qualifications for acquisitions editor

* Ability to act on own initiative and take a pro-ative approach to work
* Confident at presenting to audiences, both internal and external
* Proven ability to understand and prioritise problems and to be resourceful in their resolution
* Ability to work with a variety of personalities and assert personal influence as needed
* Strong interest in the humanities
* Intellectually curious, with good general knowledge of history and culture