



JOB DESCRIPTION

Director of Practice Resources

Job Summary

Working in collaboration with the Sr. Director, Professional Practice, this position manages APIC's products and resources and supervises the Practice Resources staff. This position directs the development and implementation of strategies to maintain APIC's competitive position in the infection prevention marketplace and ensure ongoing fiscal sustainability, including new product development, re-envisioning existing products, and the forging of new partnerships to maximize revenue generation through new and existing revenue streams. This position involves extensive author contact, proposal review, contract negotiation, preparation of manuscripts for production, promotional planning and monitoring of sales, budgets and financial planning. The incumbent serves as a member of APIC's Strategy Team and epitomizes the APIC Staff Core Values of agility, innovative leadership, integrity, stewardship and teamwork.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

1. Oversees APIC's Implementation Guide portfolio and other publishing products and resources
2. Recruits and manages authors and reviewers for product development and project teams
3. Provides support to the APIC member committees and others on request
4. Identifies gaps in current product portfolio and makes recommendations for improving products and operational procedures and systems.
5. Manages multiple projects and product priorities while maintaining quality and monitoring content consistency across publications.
6. Maintains current status of all projects.
7. Advises the Sr. Director on publishing opportunities and challenges
8. Oversees the business processes associated with APIC's publishing program including manuscript submission and peer review, translation, production, marketing, and sales for publications, products and services.
9. Supervises final editorial preparation of manuscripts for production.
10. Develops short- and long-term strategies to enhance existing publications and related products and services and to develop innovative new publications, products, and services

that add value, grow readership, improve quality, are produced efficiently, and are in alignment with APIC's strategic plan and goals.

11. Monitor publishing trends to best position APIC publications, products and services.
12. Embrace innovation to grow and improve the quality, design and functionality of APIC's existing products and related products and services and to develop new publications and related products and services to meet the evolving needs of APIC members and the market.
13. Monitor publishing process including cost containment, adherence to page budgets, and meeting production schedules.
14. Ensure timely and high-quality production of publications in all formats, e.g., print, online, and mobile editions, and adapt to appropriate new production technologies and platforms.
15. Build strong working relationships with other APIC departments to maximize collaboration and cooperation.
16. Other duties as assigned.

Minimum Qualifications

To perform this job successfully, an individual should possess the knowledge, skills, and abilities listed and meet the amount of education, training and/or work experience required.

- Bachelor's degree plus 7-10 years business experience including 3-5 years' experience with editorial and business aspects of scholarly publishing including supervision, contracting, budgeting, print and digital production, marketing, finance, and copyright/intellectual property issues; experience with healthcare education materials strongly preferred. Experience with or knowledge of association management and volunteer management a plus. Graduate degree is strongly preferred.
- Knowledge of current publishing technology, including online/mobile distribution, required.
- Must have excellent written, verbal, and relationship building skills.
- Must be creative, innovative, and able to function successfully within a rapidly changing environment with competing priorities.
- Must be able to maintain strategic focus while coordinating multiple tactical assignments and meeting deadlines.
- Must be well organized, set priorities and be responsible for achieving good outcomes.
- Must demonstrate dedication to the mission and vision of APIC and its members and have a high level of integrity and personal accountability.
- Must be able to develop consensus, identify problems, and resolve them.
- Must be able to function well as member of a team and as an individual contributor.
- Must have appropriate technology skills.

Working Conditions

- General office environment
- Must be willing and able to travel up to 20% of the time