

# Editorial Director, Adult Basic Education

## About Us

We are the world's leader in adult education practice, innovating and building the capacity of literacy programs everywhere—from small community-based organizations to large adult education programs and institutions. By providing comprehensive training and professional learning, accessible research, grant funding, and leading-edge digital and print learning resources through New Readers Press, we advocate for and unleash the power of literacy to transform lives.

## Position Summary

The editorial director will lead the planning and development of high-quality adult basic education learning materials; collaborate with subject experts; establish product expectations, learning objectives, and development timelines; and manage internal and external editorial staff and vendors.

## Scope of Work

- Collaborate with sales and marketing to conduct and analyze product research
- Translate research into a multi-year product development plan and strategy
- Own and lead content strategy – from concept through product development and launch
- Ensure the content, organization, and style of each product meets NRP's editorial standards and voice for appropriateness, accuracy, clarity, diversity, and inclusion
- Establish an advisory board of workforce preparation educators and experts
- Collaborate with marketing to establish a vision and plan for product launches
- Manage schedules, budgets, and capacity with external authors, freelancers, and vendors

## Education and Experience

- Bachelor's degree or higher preferred
- 5+ years of educational publishing experience in a management role
- Experience in print and digital curriculum development, preferably in adult education
- Ability to lead, motivate, and develop teams
- Excellent communication, analytical, and problem-solving skills
- Innovative, self-starter with an excellent work ethic and can-do attitude

- Organized with a strong attention to detail

## Job Location, Compensation, and Benefits

ProLiteracy's headquarters is based in Syracuse, New York. We are open to remote candidates with the ability to travel.

The salary range is \$80,000 - \$110,000 and is competitive and commensurate with experience with a generous benefits package. The exact salary that will be offered will be determined based on a consideration of the successful candidate's skills, experience, and geography and aligned with ProLiteracy's compensation policies.

We are looking for a motivated candidate with adult education print and digital curriculum development experience. We are seeking a diverse pool of candidates from across the country. Please send cover letter and résumé to [hr@proliteracy.org](mailto:hr@proliteracy.org).

ProLiteracy believes every adult has the right to literacy. Our mission is to help adults gain reading, writing, math, and digital skills, with the intent of giving them the power to impact major social issues and change the world around them. We believe education leads to equal opportunities, liberties, and protection under the law, and that we must stand up against bigotry, racism, and hatred. ProLiteracy is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.