

# Editorial Director, Adult Basic Education

## About Us

ProLiteracy New Readers Press is a nonprofit organization dedicated to providing quality educational materials to adult basic education and literacy programs across the globe. We are seeking an editorial director to lead the development of adult basic education, high school equivalency, and workforce preparation materials for adult learners and educators. If you have a passion for delivering high-quality educational materials that can help adult learners reach their goals, you might be a great fit for our growing organization!

## Position Summary

The editorial director will lead the planning and development of adult basic education learning materials in a variety of subject areas; establish product strategy, content frameworks, and development timelines; and manage internal and external editorial staff and vendors.

## What you will do in this role:

- Partner with sales and marketing to conduct and analyze product research
- Translate research into a multi-year product development plan and strategy
- Own and lead product strategy – from concept through development and launch
- Collaborate with content development vendors and subject matter experts
- 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 industry experts
- Collaborate with marketing to establish a vision and plan for product launches
- Manage schedules, budgets, and capacity with external authors, freelancers, and vendors

## What we are looking for:

- Bachelor's degree or higher preferred
- 5+ years of educational publishing experience in a director or equivalent role
- Experience in both 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, & Benefits

- ProLiteracy's headquarters is based in Syracuse, New York. We are open to remote candidates with the ability to travel.
- Salary range is \$85,000–\$115,000 and is competitive and commensurate with experience with a generous benefits package. The exact salary that will be offered will be determined based on consideration of the successful candidate's skills, experience, and geography and aligned with ProLiteracy's compensation policies.
- We are seeking a diverse pool of candidates from across the country. Please send cover letter and resume to [hr@proliteracy.org](mailto:hr@proliteracy.org).

## About ProLiteracy New Readers Press:

ProLiteracy Worldwide changes lives through the power of adult literacy, providing advocacy, professional development, programming, and educational materials to adult literacy programs in the U.S. and globally. New Readers Press, the publishing division of ProLiteracy, is an industry leader in developing and distributing educational materials for adult basic skills and high school equivalency prep.

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.