Publications Director Job Description

General Description:
Oversees the publications department and its staff. Confers, collaborates, supports, and coordinates with the other members of the CBA-CLE Leadership Team regarding general management of departments, identification and adherence to CBA-CLE core values, development and implementation of strategic planning goals and procedures. Participates in developing and implementing effective and efficient processes to help CBA-CLE best serve Colorado lawyers. Helps the Leadership Team develop and adhere to sound budgetary and financial practices that allow for sustainability and evolution to best serve CBA-CLE and our stakeholders.

Send resume, cover letter and salary requirement to: Mev Parsons, dbaps@earthlink.net.

Essential Duties and Responsibilities:
Participate as a Leader/Director of CBA-CLE to help develop the mission/vision and promote the core values of CBA-CLE.

Establish, oversee, and administer a publication structure to achieve the goals of the organization and the publications department.

Work with the Executive Director and Finance Manager to create, monitor, and administer a publication budget that allows for sustainability and evolution of the publications department. Oversee publications accounting and finance issues.

Provide a supportive and resourceful environment for publication team members, and allow for their evolving education and growth. Perform and review publication team member evaluations.

With consultation and consent from the Executive Director and Assistant Executive Director, recruit, interview, select, hire, and terminate the employment of publication team members as needed.

Establish and administer a publication schedule to ensure the timeliness and currency of CBA-CLE publications.

Create and administer the production process for books and forms, including research and technical editing, copy editing, proofreading, and cover design work to ensure a quality product.
Oversee desktop publishers to ensure performance, branding, consistency, and quality of publication products.

Negotiate, draft, and oversee author and publication contractor contracts for CBA-CLE, working within budgetary and sound financial parameters to ensure quality publications.

Continue relationships with authors and editors on book projects and forms so as to ensure timely completion of manuscripts and the quality of the work product.

Work with the publications staff to research legal and law-practice subject areas to identify topics, as well as potential authors and managing editors, for existing and new publications.

Collaborate and communicate with Program Attorneys to effectively and efficiently schedule CBA-CLE publication programs.

Work with the publications staff to create, oversee, and administer CBA-CLE publication programs.

Ensure the publications staff operates CV processes and coordinates with the website for effective processes and operations.

Oversee Bradforms product.

Manage West and Lexis relationships, and collaborate with other legal publishers on joint products as needed.

Ensure the publications staff works with the Customer Service team to provide content and training so they have the information necessary to assist customers with publication questions and meet deeper-level customer service needs.

Ensure the publications staff collaborates and communicates with the Marketing team to create a marketing strategy and marketing plan, consistent with the publications budget, to effectively advertise and market CBA-CLE publications and to notify book customers of revised editions, supplements, and new publications.

Coordinate and communicate with printers, binder suppliers, and other vendors to ensure the timeliness and quality of CBA-CLE publications.

Maintain relationships with CBA sections, committees, and members, and with the public, representing the strategic goals of the organization.
Qualifications and Experience:
● Experience in oversight of legal publishing and understanding of continuing legal education.
● Law degree (preferred) and legal publications experience.

Leadership Competencies
● Strategic and Innovative Leader – ability to develop and implement innovative growth strategies.
● Relationship Builder – understanding of and appreciation for the legal marketplace and challenges facing law firms, corporate law departments, government agencies, pro bono organization, and individual lawyers.
● Decision-maker – ability to make practical, realistic, data driven, and timely decisions consistent with leadership.
● Collaborator – ability to collaborate effectively with the staff and talented volunteer faculty members who contribute to CBA-CLE.
● Excellent Communicator – ability to listen intently, think clearly, and respond effectively.

Personal Characteristics
● One who values the importance of volunteers and their contribution in support of CBA-CLE.
● A passion for continuing legal education and helping lawyers with their practice.
● Ethical and trustworthy — including supporting actions and decisions of Leadership Team.
● Strong performance standards.
● An individual with the presence and credibility to effectively represent CBA-CLE.

SALARY:
$75 – 95K WITH EXCELLENT BENEFIT PACKAGE.