

CMPS Publisher Job Description

The Role

The Publisher is the organizational leader of Canadian Mennonite Publishing Service (CMPS). Accountable to the Board, the Publisher has overall responsibility for CMPS's print and digital publishing activities, staff supervision, and operations. They also provide a vision and strategy for how CMPS contributes to the church as a source of information, inspiration and interconnectedness.

CMPS is a media organization rooted in Mennonite Church Canada and regional churches. We report news, share stories and foster dialogue. It is the role of the Publisher to uphold this work and the organization's mission in collaboration with our staff and Publishing Partners.

Who We Are

CMPS's mission is "to educate, inspire, inform and foster dialogue on issues facing Mennonites in Canada, sharing the good news of Jesus Christ from an Anabaptist perspective." This mission is carried out by the content CMPS publishes.

Areas of Responsibilities

1. Board and Managerial Responsibilities

- Responsibility to direct and employ all the resources of the organization to implement and accomplish decisions made and objectives set by the Board.
- Set policies and objectives for activities related to ensuring the financial support, health and sustainability of CMPS.
- Implement and advise the Board on implications and outcomes of operational, editorial and staff policies.
- Implement CMPS's portion of responsibilities as specified in operating agreements with Publishing Partners.
- Prepare regular reports on total operations for the Board.
- Draft policy statements and prepare budgets for approval by the Board.
- Monitor finances within the budget adopted by the Board and report to the Board material variances.
- Help organize Board and Executive Board meetings and assist in Board organizational tasks, as required.
- Prepare and maintain the Board file sharing site. Grant access and orient Board members to system and files.
- Prepare the yearly annual report and ensure its posting to the website after the AGM.
- Ensure regulatory, financial, tax and insurance filings are submitted as needed.
- Oversee and monitor advertising and advertiser relationships and act as a liaison between advertising and editorial functions where these may intersect.

2. Staffing Responsibilities

- As the senior staff person, the Publisher either directly or indirectly supervises all staff.
- Together with the Editor, hire and set the terms and conditions of employment of all employees (other than for Editor, which is done in collaboration with the board).
- Assign duties to, oversee, and review the performance of all staff.
- Ensure salary and benefits, staff policies and the work environment are fair, competitive and appropriate.
- Supervise payroll, tracking of time worked, time off, and payment of benefits.
- Provide opportunities for professional development and training or encourage staff.

3. Editorial Responsibilities

- Ensure editorial content meets CMPS's goals and mission.
- Report to the Board on overall editorial operations, plans and content.

4. Circulation Responsibilities

- Ensure CMPS is providing excellent customer service to subscribers.
- Determine subscription prices.
- Develop and oversee strategies to promote new subscriptions and the renewal of subscriptions to the magazine.

5. Constituency Relations and Fundraising Responsibilities

- Along with the Editor, solicit feedback and raise the public profile of the publication.
- Develop and maintain the magazine's high-level relationships with various church bodies and related organizations.
- Develop and direct fundraising campaigns, fundraising initiatives and relationships with donors and potential donors.
- Meet with CMPS donors and supporters and work at soliciting donations and larger gifts (such as legacy gifts, wills and estates).
- Foster and nourish CMPS's Publishing Partner covenant agreement. Maintain and promote good relationships with Publishing Partners.
- Prepare reports on CMPS's operation and ministry for church delegate sessions and related church organizations.
- In collaboration with the Editor, attend and represent CMPS at church, constituency-related, and professional meetings.
- Visit and speak at churches and with church groups.

6. Financial Responsibilities

- Oversee finances to ensure accurate, prudent, and well-maintained financial operations and financial reporting according to generally accepted accounting standards.
- Manage and develop CMPS's participation in granting programs, particularly the federal Canada Periodical Fund.
- Approve all expenditures and co-sign cheques.

- Conduct competitive evaluations, select among and enter into contracts with suppliers, printers, mailing houses and other business partners.
- Ensure investments are in accordance with policies established by the Board.
- Oversee audits with the external auditor and address any concerns raised by auditors.
- Ensure appropriate financial controls are in place to prevent and detect fraud.
- Maintain compliance with Canada Revenue Agency and charitable status requirements.

7. Other Responsibilities

- Ensure that the organization's various physical assets including computer hardware and software, computer and telephone services, other office equipment, furniture, records, archives and workspaces are kept in good working order and continue to meet organizational, and staff needs.

What You Bring

- A strong commitment to and knowledge of the diverse Mennonite faith community and CMPS's specific ministry and mission.
- A post-secondary degree and a passion for continuous learning.
- Strong written, oral, and communications skills; must be able to communicate accurately and effectively with diverse audiences.
- Prior knowledge and experience in communications and publishing field an asset.
- Prior knowledge and experience with donor relations and fundraising an asset.
- Administrative and personnel skills.
- Appropriate technical knowledge for digital communications and remote collaboration.
- Must be legally eligible to work in Canada.

Work Culture

This role is highly collaborative and will at times make joint decisions with CMPS Board members and other staff. The Publisher should be community-oriented and foster a strong sense of team among our remote staff.

Organizational Structure

Direct reports include Editor, Circulation Administrator, Finance Administrator and Advertising Representative.

Salary and Benefits

The salary scale (at 1.0 FTE) for this position is \$80,000 - \$95,000 (commensurate with experience), plus health benefits and pension plan.

This position would be 0.8 FTE and fully remote with some travel required.

How to Apply

Interested applicants should submit a cover letter and resume directly to the board's Publisher hiring committee at hiring@canadianmennonite.org. Applications will be accepted until the

position is filled. We thank all applicants for their interest; however, only those selected for an interview will be contacted.