



Sales Associate

Founded in 1984 and based in Washington, DC, Island Press's mission is to provide the best ideas and information to those seeking to understand and protect the environment and create solutions to its complex problems. We elevate voices of change, shine a spotlight on crucial issues, and focus attention on sustainable solutions. As the nation's foremost not-for-profit publisher of environmental books and other materials, we grow the awareness of and present science-based solutions to the critical challenges of our times to the natural world, to the built environment, and to the health and well-being of all.

As the Sales Associate, you will work in tandem with the VP, Director of Marketing and Sales to plan, develop, and execute sales activities for frontlist and backlist titles, conferences, events, special sales, as well as coordinate commission sales force daily activity and sales support for key accounts. Collaborating with authors, sales reps, distributors, and all levels of the organization you will use your talents to support and expand the customer base to reach financial and organizational goals.

OVERVIEW

- **SALES OUTREACH:** coordinate sales outreach for growth opportunities; identify new accounts and special markets, and growth potential for existing accounts. Present new titles to key accounts to secure buy-ins. Develop and collaborate on book-specific sales campaigns. Identify and coordinate special sales opportunities, promotions, and association relationships.
- **EXHIBITS:** plan and execute exhibit presence, to include conference expos, author events, co-ops, and semi-annual sales conferences with commissioned sales teams. Identify opportunities and coordinate with authors and sales teams for promotional materials, outreach, book sales, logistics, and order processing.
- **DISTRIBUTION:** coordinate relationships with commissioned sales teams, distributors, wholesalers (domestic and international) for promotions, sales opportunities, and special orders. Prepare and distribute materials and data, and coordinate stock availability, including international print-on-demand programs. Liaise with the fulfillment center on order processing and coordinate standing orders. Upload e-book files as needed.

- **TITLING/COVER PROCESS:** Schedule and facilitate meetings with representatives from editorial, production, marketing, and the executive team. Work as the liaison between Island Press and outside cover designers.
- **DATA & REPORTING:** update and distribute data to appropriate parties as needed for new titles, backlist title changes, and to initiate promotions. Maintain title status data in publishing database. Prepare and distribute reports on sales activities to internal and external stakeholders. Prepare requests for payment to vendors and commissioned sales teams.

QUALIFICATIONS

- An understanding of and an appreciation for the ideas of diversity, equity, and inclusion
- Prior experience sufficient to carry out the essential duties and responsibilities of the position, as in a similar or subordinate role
- Demonstrated ability to produce written content to engage and expand diverse audiences
- Ability to communicate and interact with individuals at various levels of the organization and with external parties (e.g., customers, sales reps)
- Ability to manage multiple concurrent projects with a strong attention to detail and deadlines
- Ability to travel to conferences and events, and the DC headquarters, as needed
- Proficiency with software applications, such as databases, web-based software, video and messaging communications, and Microsoft Office. Familiarity with Edelweiss, Firebrand Title Management, and other inventory and sales tracking software helpful
- Familiarity with or interest in publishing, media, or environmental issues

COMPENSATION & BENEFITS

- Salary range \$50k - \$60k commensurate with experience
- Remote work and flexible scheduling
- Friday Flextime potential
- Annual leave: vacation, sick, and personal
- Subsidized healthcare insurance
- Dental and vision insurance
- Life, short-term and long-term disability insurance
- Flexible spending accounts for medical and dependent care expenses
- Retirement plan
- Free membership to on-site fitness center at DC headquarters
- Employee discount on Island Press titles

APPLICATION

As a leading non-profit book publisher, we believe that including and representing diverse voices in all aspects of our business is fundamental to what we do. Our publishing programs must reflect the broad range of backgrounds, experiences, political views, and ideas that shape our society and publish books for all readers.

Island Press provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Island Press participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. once you have accepted a job offer.

To apply, send a cover letter and résumé to resumes@islandpress.org with a subject of Sales Associate. Applications will be reviewed on a rolling basis until the position is filled. Please see our website for up-to-date position information. No calls please.