



Position Title: Vendor Relations Manager
Status: Independent Contractor; Part-time; Flex schedule
Work Location: Manhattan Beach, CA or remote
Reports to: Chief Operations Officer
Compensation: \$1,500/month + Commissions for 40-50 hours/month

Date Posted: May 18, 2022

To Apply:

Send resume and cover letter to IBPA COO Terry Nathan at terry@ibpa-online.org with the subject line "IBPA Vendor Relations Manager." Review of applications will begin immediately and continue until the position is filled. No phone calls, please.

About the Independent Book Publishers Association (IBPA):

Founded in 1983 to support independent publishers nationwide, the Independent Book Publishers Association (IBPA) leads and serves the independent publishing community through advocacy, education, and tools for success. With over 4,000 members, IBPA is the largest publishing association in the U.S. Its vision is a world where every independent publisher has the access, knowledge, and tools needed to professionally engage in all aspects of an inclusive publishing industry.

IBPA is an Equal Opportunity Employer and values the array of talents and perspectives that a diverse workforce brings. All qualified applicants will receive consideration for employment without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status. This policy extends to all terms, conditions, and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as promotions, compensation, and benefits.

About IBPA staff:

IBPA staff members are in a special position to work in service to, and in partnership with, the association's vibrant independent publishing community. IBPA staff efforts are aligned to deliver an excellent member experience, ensure organizational strength, advocate for independent publishing, and advance diversity, equity, and inclusion within IBPA and throughout the field of publishing. IBPA staff are committed to on-going learning, with a focus on acquiring knowledge about: the field of book publishing; diversity, equity, and inclusion; and the tools necessary to successfully carry out the staff member's specific job requirements. IBPA staff design programs and services to meet member needs, often through the work of member committees and networks. IBPA's work is carried out through the efforts of internal teams, and collaborations with members, partners, and other stakeholders.

Job Description:

IBPA's Vendor Relations Manager is tasked with achieving sponsorship and advertising sales goals and maintaining positive customer relations with IBPA's various partners. Working in close collaboration with the COO, the Vendor Relations Manager spends a lot of time on administrative tasks such as managing schedules and ensuring customer satisfaction.

General Responsibilities:

- Oversee the preparing, presenting, and closing advertising and sponsorship deals for the following IBPA programs:
 - *IBPA Independent* bi-monthly magazine,
 - *IBPA Independent This Week* weekly eNewsletter,
 - IBPA website,
 - IBPA Publishing University annual conference
 - IBPA Publishing University online webinars
 - Other programs, to be developed
- Develop, nurture, maintain, and support a productive relationship with IBPA's current and prospective advertisers and sponsors.

Specific Responsibilities:

- Participate in monthly meetings and facilitate discussion around advertising and sponsorship programs to obtain maximum support from the IBPA office for the benefit of each vendor account.
- Maintain a database of prospective and secured advertisers that remains the property of IBPA.
- Reach out to prospective advertisers and sponsors via cold calls and emails.
- Draft and ensure all advertising and sponsorship contracts are executed appropriately by the IBPA office.
- Keep the IBPA office informed of activities via monthly activity and results reports.
- Resolve vendor complaints by investigating problems, developing solutions, preparing reports, and making recommendations to the IBPA office.
- Other duties as assigned by the IBPA COO.

Job Qualifications:

- Bachelor's Degree, or equivalent work experience.
- At least 2 years sales experience preferred. In lieu of sales experience, must demonstrate an interest in learning about the book publishing industry.
- Previous non-profit association experience preferred. In lieu of association experience, must demonstrate an interest in learning about association management.
- Knowledge of the book publishing industry preferred. In lieu of book publishing industry experience, must demonstrate an interest in learning about the book publishing industry.
- Excellent written and oral communications skills.
- Ability to multi-task and manage time effectively.
- Innovative problem solver able to manage multiple projects and priorities successfully.
- Ability to communicate with others in a way that is supportive and caring, builds consensus, and resolves conflicts.
- Able to travel occasionally.