Independent Book Publishers Association (IBPA)
Chief Executive Officer

Background:
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.

Position Summary:
The Independent Book Publishers Association (IBPA) invites applications for the role of Chief Executive Officer. Reporting to the IBPA Board of Directors and in service to IBPA’s Mission and Vision, the CEO’s goals are:
- Grow association membership.
- Establish strategic relationships with other associations.
- Increase sponsorship support.
- Advocate for independent publishers and publishing in all aspects of the Publishing Industry
- Strategize affiliate program and relationships.
- Work with staff to:
  o Maintain and expand effective marketing programs.
  o Maintain and expand educational offerings and member benefits.
  o Communicate effectively with members about the benefits of IBPA membership and with the industry to raise awareness about the influence and impact of independent publishers and publishing.
  o Establish IBPA as the thought leader representing independent publishers in the industry.
  o Maintain and contribute to the “Culture First” environment at IBPA

The IBPA CEO currently leads a team of five professionals. The 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 responsibilities. 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.
Responsibilities:
- Carry out the mission and goals of the organization as set by the Board.
- Prepare and update at least annually a business plan for the association.
- The CEO will have direct responsibility for the association finances and will prepare, manage, and monitor an annual budget. This budget will be presented to the Board for approval.
- Contract negotiation and oversight of outside organizations contracted to handle aspects of IBPA’s business including association management, marketing, website development, graphic design, or other services.
- Duties regarding the hiring, training, and oversight of all IBPA employees. For avoidance of doubt, and by way of illustration only, the selection of an individual to fill a position whose creation has been authorized by the Board is a decision of the Executive.
- Duties regarding the selecting, training, and oversight of volunteers and interns.
- Attend major trade shows and pursue seats on industry boards on behalf of IBPA, participate actively in Publishing University, Regional Universities, Affiliate Retreats, and other events as the CEO deems appropriate and beneficial.
- Prepare and present to the board an association progress and status report including financials at least quarterly.
- Set Board meeting dates and locations.
- Various and sundry duties that arise in the course of the job.

Qualifications:
- Familiarity with the book publishing industry is strongly preferred; ideally, hands-on experience working in an association management role.
- Demonstrated commitment to Diversity, Equity, and Inclusion (DEI) practices in recent roles.
- Willingness to adapt to existing, positive and collaborative staff culture.
- Desire to foster existing relationships and forge new relationships with a network of book industry leaders and leaders of ally organizations.
- Experience leading volunteers.
- Service-oriented mindset.

Equal Employment Opportunity Statement:
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.