



SULUK PRESS

(OMEGA PUBLICATIONS, INC.)

BUSINESS MANAGER POSITION

Open Fall 2021

Suluk Press is a small, independent publishing house focused on the teachings of Sufism. Our press publishes 3-5 titles a year, with a backlist of 47 Sufi classics and modern explorations of this universal spiritual path. You may learn more about us at sulukpress.com.

Currently we are looking for a business-minded and entrepreneurial individual to serve as **Suluk Press' Business Manager**. This is a contract position working closely with a small board and editorial team.

RESPONSIBILITIES

Oversee day-to-day operations of the business, including:

- Customer Relations
- Vendor Relations
- Licensing and Permissions
- Special Requests

Manage finances, including:

- Accounts Payable/Receivable
- Budgeting & Reporting
- Projecting Cashflow
- Increasing Margins & Revenue
- Conducting Inventories
- Paying Royalties

Oversee human resources, including:

- Securing & Managing Contractors
 - Editors
 - Graphic Designers
 - Proofreaders
 - CPA/Bookkeeper
 - Legal Counsel

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Lead on marketing and outreach, including:

- Managing & Updating Suluk Press Website
- Managing & Updating Amazon.com
- Managing & Posting to Social Media
- Creating & Tracking Online Email Campaigns
- Creating & Tracking Online Ad Campaigns
- Managing Database of Contacts
- Outreaching to Booksellers, Sufi Scholars & Practitioners

Supporting Publishing, including:

- Securing Authors & Works w/ Contracts*
- Ongoing Author Relations
- Developing Timelines for Projects
- Coordinating Printing Projects & Book Releases
- Supporting International Translation Team
- Responding to Unsolicited Submissions
- Arranging & Submitting E-Books

Staff the Suluk Press Board and Editorial Teams, including:

- Setting Meetings & Providing Minutes
- Following Up On & Moving Forward Decisions
- Seeking Legal Counsel as Needed
- Providing Quarterly Reports to the Inayatiyya Board

**Suluk Press currently has its publishing schedule set through 2023. The Business & Marketing Manager, rather than solicit new titles, would work to implement an existing schedule.*

QUALIFICATIONS

- Demonstrated administrative & organizational skills
- Strong communication and customer service skills
- Proven ability to manage multiple projects on schedule
- Detail-oriented with a strong focus on quality
- Ability with technology (or ease in learning), including Microsoft Office Suite, Dropbox, Google Docs, Asana, Zoom, Quickbooks, Canva, Mailchimp, Facebook, Instagram & Twitter.
- Experience with (or natural inclination toward) websites, online marketing, social media, and outreach. Comfortable with digital extroversion.
- Current understanding of (or sincere interest in quickly learning), the genre of Sufism within the larger genre of spiritual books.
- Experience with small-business financial management a plus.
- Professional background in the publishing world a plus.

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REPORTING

The Suluk Press Business Manager position reports to the Suluk Press Board of Directors. The Suluk Press' progress is reported quarterly to the Inayatiyya Board of Trustees.

COMPENSATION, BENEFITS & LOCATION

We imagine hiring on a one-year contract to begin, estimating that the role requires working 40 hours a month for \$30/hr. Please note that while the responsibilities seem many, we are actually a very small press and the estimated time may be sufficient. After three months we will review and reassess.

APPLICATION, REVIEW & SELECTION

Interested candidates should send a resume with cover letter (both in Microsoft Word or pdf format), showing the experience, knowledge, and abilities required for this position, to employ@inayatiyya.org by Friday, October 22, 2021.

Please no phone calls or additional emails during the application process. Top candidates will be invited to interview throughout the month of October with others receiving word of their status. Our ideal candidate would begin between December 1, 2021 and no later than January 3, 2022.

The Inayatiyya and Suluk Press/Omega Publications, Inc. do not discriminate on the basis of age, gender, race, religious or political affiliation, sexual orientation and other factors not related to qualifications for the position listed.