



Position Description

Business Manager, Higher Education

Our client is a leading publisher of textbooks, educational software, homework and assessment, and other content and tools for the post-secondary education market. Ranked 4th in the US by market share, these companies service the teaching and learning needs of students and instructors in colleges and universities in the US and worldwide.

The corporate parent, is a large international media company with leading positions in the book, education, magazine, journal, and Internet media markets.

The company has achieved strong performance in education over time through a devotion to publishing the highest quality content and teaching tools. To this end, it has developed a publishing process that focuses on meeting the needs of the market as seen from the perspective of the teacher and student. The company plans to extend its current market positions by exploiting new opportunities in both traditional and digital segments.

Over the past decade, the higher education business has grown significantly in size and complexity as it has gained market share and added new businesses. At the same time, the rapidly expanding importance of digital media, custom publishing, non-traditional market segments, and other factors has added complexity to the business must be successfully managed. These considerations have driven the need for the creation of the new Business Manager position.

The Business Manager, Higher Education will oversee and execute group-level financial and operations management for the Higher Education group with specific business management oversight for its digital development group and other key business development initiatives.

Reporting to the President, the Business Manager will directly support the efforts of the Vice President, New Ventures; the Vice President, Digital Media and must work closely and collaboratively with the business managers of the company's higher education divisions as well as its central finance, IT, and operations organizations.

The Business Manager's role includes the following direct responsibilities:

- Development of budgets and forecasts for P/L, balance sheet, cash flows and business development initiatives.
- Responsible with the Corporate Controller for the accounting of the group to ensure accurate closes and accounts analysis.
- Coordination of Higher Education groups budgeting, forecasting and financial management.
- Responsible for operating financials including timely variance and key metric analyses.
- Development, reporting and analyses of key performance metrics.
- Financial analysis of budgets, performance, and forecasts.
- Execution of key business, financial, and operations projects to enhance revenue and profit performance.
- Communication with divisions and central finance to ensure transparency, accuracy, and timeliness of reporting.
- Primary coordinator with central finance, IT and operations to ensure adequate controls, and operational efficiency.
- Responsible for any transaction processing outside of company systems and the integration of those processes into the company's systems and controls.
- Management of external business relationships with key vendors and partners, as required.
- General operation support for divisions and sales organization.

Experience and Background: The ideal candidate for this position will have:

- 8-10 years of business management experience in educational publishing or related business.
- Strong foundation in accounting, financial management, and business analysis.
- Solid analytic and project management abilities.
- Demonstrated ability to develop and manage cross company relationships.
- Good verbal and written communication skills.

Compensation: A competitive base salary, which will be commensurate with experience. An attractive bonus plan will be offered.