

PRESIDENT, CEO, AND PUBLISHER, BERRETT-KOEHLER PUBLISHERS, INC.  
AND PRESIDENT, CEO, AND PUBLISHER, THE BERRETT-KOEHLER GROUP, INC.

## **JOB DESCRIPTION**

REPORTS TO: Board of Directors of The Berrett-Koehler Group, Inc., and Berrett-Koehler Publishers, Inc.

SUPERVISES: Department Heads

LEVEL: 8

CLASSIFICATION: Exempt, full-time

### **PURPOSES:**

- Provide overall company leadership in helping BK achieve its mission of “Connecting People and Ideas to Create a World That Works for All”
- Provide overall company leadership in adhering to the BK Constitution and in maintaining BK’s commitments to quality, stewardship, partnership, inclusion, and sustainability as defined below and in the Berrett-Koehler Constitution
- Provide overall company leadership in helping BK successfully carry out its growth strategies and achieve its planned and needed financial results
- Provide overall leadership for ensuring the quality, mission-match, and global impact of BK’s products and services—and congruence between BK publications and practices
- Provide overall company leadership in making sure that all BK stakeholders are fairly compensated for their contributions to BK
- Be the lead evangelist in communicating BK’s mission, values, and distinctive practices within and beyond the BK community and growing BK’s reach, impact, and community
- Be an example in daily actions of serving leadership, participative management, mission focus, quality, accountability, initiative, development, attitude, citizenship, steadiness and resilience under pressure, and other qualities expected of all BK staff members

### **FOUNDATIONAL RESPONSIBILITIES:**

- Facilitate the development of BK cultures and practices that engender a healthy organization and support serving leadership, stakeholder participation, employee engagement, staff development, teamwork, accountability, and initiative
- Lead and support in guiding BK to achieve levels of growth, profitability, and efficient resource use needed to achieve its mission and honor commitments
- Lead in creating priorities, structures, policies, agreements, and metrics that keep BK mission-aligned, financially healthy, true to its values, and embodying the BK Way
- Ensure that BK’s products and services offer high value to customers, introduce useful new ideas, and foster deep, positive change in beliefs, mindsets, institutions, and systems
- Lead and support in advancing quality (high value-added in editing, design, production, marketing, sales, and administration of publications)
- Lead and support in advancing stewardship (operating the business always in the interests of all stakeholders as well as the global commons)
- Lead and support in advancing partnership (relations among staff and with other stakeholders embody collaboration, respect, openness, transparency, integrity, and mutualism, not rankism, classism, or partisanship)
- Lead and support in advancing diversity and inclusion (valuing the many kinds of differences and similarities among people to foster inclusivity and diverse perspectives in how BK operates its business, how BK seeks to create a world that works for all, and which communities are engaged in these efforts)

- Lead and support in advancing sustainability (both BK's support of environmental and economic sustainability worldwide and keeping BK itself mission-driven, values-based, environmentally responsible, independent, and owned and run by its stakeholders while being financially solid and fairly compensating all stakeholders for their contributions)

#### FUNCTIONAL RESPONSIBILITIES:

- Serve on and provide leadership to the BK management team
- Supervise the heads of each BK department, help them succeed in their roles, support their ongoing leadership and functional development, and recruit new leaders as needed
- Lead and support company strategic planning, creation of shared visions, and developing and implementing commitments to carry out strategic plans and visions
- Serve as a member of the board of directors of The Berrett-Koehler Group, Inc.
- Provide leadership to support, strengthen, and grow the BK ecosystem—including the BK community, BK Authors, Inc., BK Foundation, and other allies—to expand realization of the mission, values, and commitments detailed in the BK Constitution
- Lead in strengthening relations and practicing partnership values with BK stakeholders, including investors, authors, customers, sales partners, service providers, and others
- Lead and support in exploring and developing new products, services, technologies, partnerships, and alliances that help BK grow its business and better achieve its mission
- Ensure that BK is a learning organization in which BK staff at all levels are continually increasing their expertise and gaining new ideas, skills, and practices from many sources
- Ensure that the company develops and follows performance communication and management practices that are consistent with BK values and that help to both increase company performance and build a strong bench of upcoming leaders
- Analyze and communicate financial, publication, and operational data in ways that help BK staff and stakeholders to identify patterns, understand opportunities and challenges, and measure and increase effectiveness
- Ensure that the company follows the BK decision making model and act as decision steward for selected company decisions that impact multiple BK departments
- Lead in raising sufficient financial capital for BK to achieve all of the above
- Act as BK spokesperson and evangelist in many ways, including being interviewed by media, speaking to audiences, and meeting with current and potential BK supporters
- Assist and support BK staff and stakeholders by sharing useful information, providing encouragement, offering advice and perspective, and treating everyone with respect

#### ACCOUNTABILITY

- Performance is measured by achievement of financial, mission achievement, values alignment, and stewardship measures established by the board of directors in consultation with the management team and staff
- Report regularly (quarterly for some measures, annually for others) about performance to the board of directors, shareholders, authors, management team, and staff
- Adhere to all of the same performance standards as the rest of the BK staff in quality, accountability, initiative, development, attitude, and citizenship

#### ORGANIZATIONAL CITIZENSHIP

- Participate in company staff meetings and other company meetings
- Participate in company projects, discussions, activities, author events, etc.
- Follow company policies regarding expense reporting, company travel, benefits, workplace rules, other human resource policies, etc.