

Virginia Quarterly Review

Staff & Position Descriptions, July 2010

UVA Job Title: Editor

Ted Genoways (Full-Time Faculty)

Current Salary: \$134,000

Original Hire Date: 6/1/2003

Job Description:

[to come]

Working Title: Managing Editor

UVA Job Title: Public Relations and Marketing Specialist IV

Kevin Morrissey (Full-Time Classified Staff)

Current Salary: \$76,035

Original Hire Date: 8/1/2004

Job Description:

Manages the day-to-day operations of the department, including supervision of staff, business operations, production management, financial administration and accounting, marketing, publicity, and newsstand sales. Responsible for contracting work from contributors, agents, and publishers, and maintaining relationships with outside vendors. Editorial responsibilities include manuscript evaluation, author correspondence (including accepting and rejecting work); developmental and line editing, proofreading, and fact-checking. Assists Editor with strategic planning.

Working Title: Associate Editor/Circulation Manager

UVA Job Title: Public Relations and Marketing Specialist II

Sheila McMillan (Full-Time Classified Staff)

Current Salary: \$ 42,892

Original Hire Date: 7/10/2005

Job Description:

Circulation responsibilities include overseeing all aspects of the journal's circulation and subscription records management; oversight of the subscription management vendor; new subscriber development & acquisitions, including direct mail and online campaigns; subscriber list maintenance and sales; delivery of accurate subscriber lists to printer in a timely manner; customer service; and back issue sales. Editorial responsibilities include manuscript evaluation, author correspondence (including accepting and rejecting work), developmental and line copyediting, proofreading, and assisting in the production of the magazine. Also oversees the book review section, including selection of books, and commissioning of and editing reviews.

Working Title: Web Developer/Web Editor

UVA Job Title: Computer Engineer II

Waldo Jaquith (Full-Time University Staff)

Current Salary: \$62,400

Original Hire Date: 7/25/2007

Job Description:

Serves as webmaster, programmer, and web editor for VQR. Responsible for planning, design, and implementation of software programs to increase and enhance VQR's Internet presence and also evaluates, designs, and implements software solutions to improve VQR's print and online publishing systems and business operations. Responsible for strategic planning, design, and maintenance of VQR's website, as well as strategic planning, design, and development of applications to modernize and automate VQR's back-office operations. Responsible for providing strategic advice to VQR Editors on how new technologies and

how best to incorporate them into VQR's business systems. Responsible for technical, editorial, and strategic decisions about site architecture, interface design, site enhancement, and graphic design in order to increase website traffic and online revenue. Also assists in fact-checking and proofreading for the magazine.

Working Title: Associate Editor

UVA Job Title: Secretary B

Mary (Molly) Minturn (Part-Time University Staff)

Current Salary: \$ 32,040 (part-time, 28 hours/week)

Original Hire Date: 4/7/2008

Job Description:

Key responsibilities include manuscript evaluation; author correspondence (including accepting and rejecting work); oversight of VQR's student intern program, including evaluation and selection of applicants, and supervision of interns; and assisting the Editor and Managing Editor in the day-to-day operations of the department and in the production of the magazine. Responsibilities include developmental and line copyediting, proofreading, record and document management, purchasing and bookkeeping duties (sole staff member with Oracle training), monthly reconciliation of PTAO and P-Card accounts, making payments to authors, reception and phone duties, and customer service. Other duties include conducting photo research for articles, writing photo captions, and writing and editing blog entries.

Working Title: Assistant Editor/Development Manager

UVA Job Title: Major Gifts Officer A

Alana Levinson-LaBrosse (Full-Time Temporary University Staff)

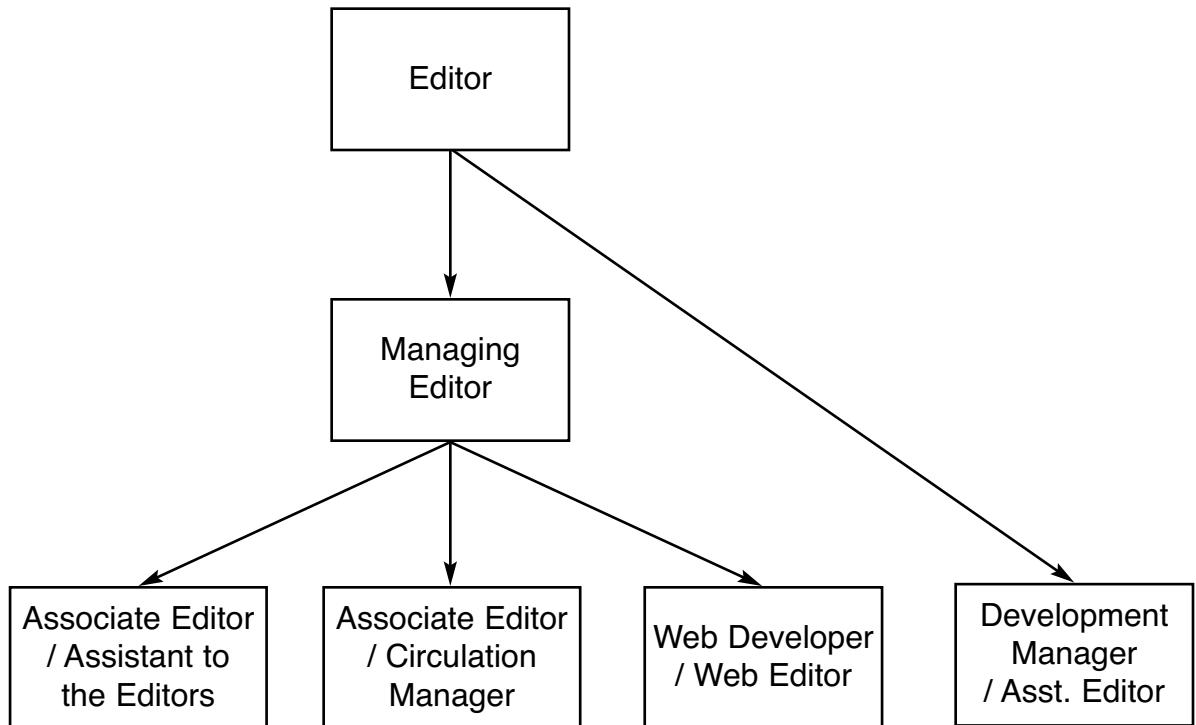
Current Salary: \$39,000

Original Hire Date: 6/21/2010

Job Description:

Working with the Editor of VQR, responsible for creating and implementing fundraising plan for VQR. Identifies, cultivates, and solicits philanthropic support for VQR by developing and maintaining relationships with corporations, foundations, and individuals. Responsible for identifying and managing grant opportunities that further the mission of VQR. Develops fundraising strategies and activities to ensure proper acknowledgement, recognition, and stewardship of donors; creating new fundraising vehicles, such as an endowment fund, planned giving campaign, and naming opportunities; targeting key audiences for fundraising events; liaisons with VQR Advisory Board to promote their involvement in fundraising; preparing a budget for development needs as part of the annual budget process; evaluates effectiveness of development programs and securing gifts at various levels. Also assists in the production of the magazine with editing and proofreading. Assists Editor with special editorial projects as needed.

Virginia Quarterly Review
Organizational Chart



VQR BALANCE SHEET FY2008-09 (excluding salaries & benefits)

ASSETS

Cash on Hand	\$103,315
Investments	115,388
Receivables	12,687
Petty Cash	57
Total	<u>\$231,448</u>

PAYABLES & ACCRUED LIABILITIES

Deferred Subscription Income	64,106
Payables	6,278
Credit Cards	1,475
Total	<u>\$71,859</u>

TOTAL NET ASSETS \$159,589

PROFIT & LOSS

INCOME

Subscription Income	\$90,323
Newsstand & Single Copy Sales	20,560
Royalties & Reprint Payments	17,015
Advertising	6,004
Grants	2,468
Interest	-34,196
Subscriber List Rental	349
Misc.	401
TOTAL EARNED INCOME	<u>\$102,925</u>

VFH Vault Grant
\$34,815 in UVIMCO losses

APPROPRIATIONS & ENDOWMENTS

UVA Support	\$126,043
State Support	1,502
VQR Endowments Disbursement	182,510
Alumni Fund Disbursement	25,000
TOTAL APPROPRIATIONS	<u>\$335,055</u>

Balch & Weedon Endowments

TOTAL OPERATING FUNDS \$437,980

EXPENSES

Editorial Costs	\$215,552
Production Costs	124,777
Fulfillment Costs	21,938
Administrative & General Overhead	18,033
Travel & Entertainment	7,455
Newsstand Costs	4,755
Direct Mail	1,557
Subventions (VQR Poetry Series)	6,000
Marketing & Promotions	3,463
Website Maintenance	3,000
Credit Card Fees	2,316
Web Store Costs	767
Honoraria to Interns	2,000
Author Appearances	1,500
Royalty Payments to Authors	201

TOTAL EXPENSES \$413,314

PROFIT/LOSS \$24,666

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Subscriber List Rental	349
Misc.	401
TOTAL EARNED INCOME	<u>\$102,925</u>

VFH Vault Grant
\$34,815 in UVIMCO losses

APPROPRIATIONS & ENDOWMENTS

UVA Support	\$317,815
State Support	274,804
VQR Endowments Disbursement	182,510
Alumni Fund Disbursement	25,000
TOTAL APPROPRIATIONS	<u>\$800,130</u>

Balch & Weedon Endowments

TOTAL OPERATING FUNDS \$903,054

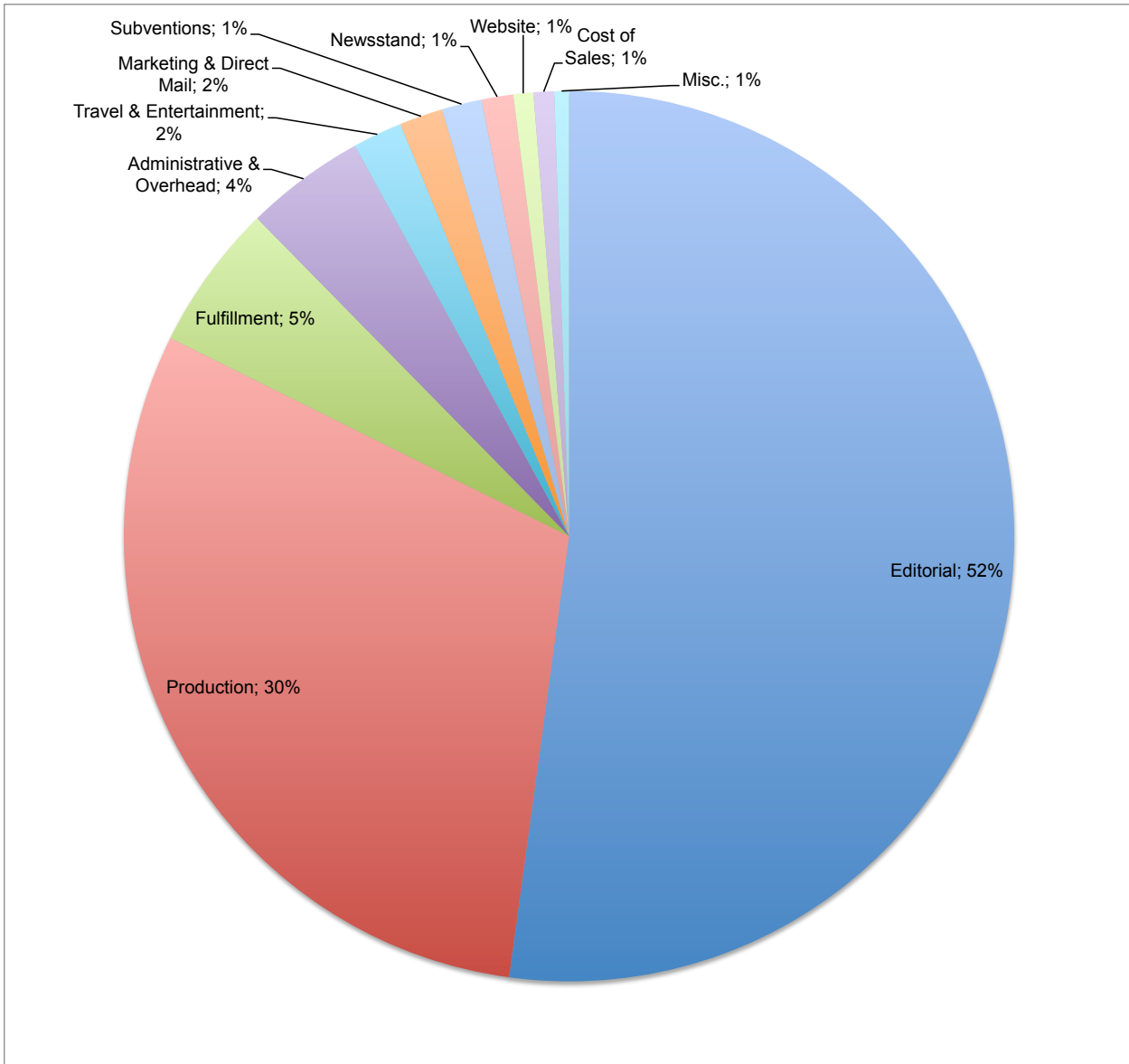
EXPENSES

Salaries & Benefits	\$465,074
Editorial Costs	215,552
Production Costs	124,777
Fulfillment Costs	21,938
Administrative & General Overhead	18,033
Travel & Entertainment	7,455
Newsstand Costs	4,755
Direct Mail	1,557
Subventions (VQR Poetry Series)	6,000
Marketing & Promotions	3,463
Website Maintenance	3,000
Credit Card Fees	2,316
Web Store Costs	767
Honoraria to Interns	2,000
Author Appearances	1,500
Royalty Payments to Authors	201

TOTAL EXPENSES \$878,388

PROFIT/LOSS \$24,666

**VQR FY08-09 Expenses
(excluding salaries and benefits)**



<u>Expense</u>	<u>Amount</u>
Editorial	\$215,552
Production	\$124,777
Fulfillment	\$21,938
Administrative & Overhead	\$18,033
Travel & Entertainment	\$7,455
Marketing & Direct Mail	\$6,520
Subventions	\$6,000
Newsstand	\$4,755
Website	\$3,000
Cost of Sales	\$3,083
Misc.	\$2,201

VQR PROJECTED BALANCE SHEET FY2010-11 (excluding salaries & benefits)

ASSETS

Cash on Hand	\$101,336	
Investments	203,810	5/30/2010 balance
Receivables		
Petty Cash	<u>51</u>	
Total		

PAYABLES & ACCRUED LIABILITIES

Deferred Subscription Income	
Payables	
Credit Cards	<u>687</u>
Total	

TOTAL NET ASSETS

PROFIT & LOSS

INCOME

Subscription Income	
Newsstand & Single Copy Sales	
Royalties & Reprint Payments	
Advertising	
Grants	
Interest	
Subscriber List Rental	
Misc.	
TOTAL EARNED INCOME	-----

APPROPRIATIONS & ENDOWMENTS

UVA Support	\$146,457	PTAO 102196-LG00093-101-10040
VP Research Support	50,000	PTAO 102196-FA00168-101-10040
State Support	1,038	PTAO 102196-SG00311-101-10040
VQR Endowments Disbursement	159,956	Balch & Weedon Endowments Estimated Disbursement
Alumni Fund Disbursement	<u>25,000</u>	
TOTAL APPROPRIATIONS	<u>\$382,451</u>	

TOTAL OPERATING FUNDS

EXPENSES

Editorial Costs	
Production Costs	
Fulfillment Costs	
Administrative & General Overhead	
Travel & Entertainment	
Newsstand Costs	
Direct Mail	
Subventions (VQR Poetry Series)	
Marketing & Promotions	
Website Maintenance	
Credit Card Fees	
Web Store Costs	
Honoraria to Interns	
Author Appearances	
Royalty Payments to Authors	

TOTAL EXPENSES

PROFIT/LOSS