



The Old American Can Factory  
232 Third Street, E303,  
Brooklyn, NY 11215  
[www.uglyducklingpresse.org](http://www.uglyducklingpresse.org)

Ugly Duckling Presse is hiring a part-time staff member responsible for **Operations & Development**. The time commitment for this position is 18 hours/week, in-person, at the UDP studio in Gowanus, Brooklyn. The starting pay is \$28/hour.

### **About UDP:**

UDP is a not-for-profit publisher of poetry, translation, performance texts, experimental nonfiction, and books by artists. We publish the work of emerging, international, and “forgotten” writers; our books, chapbooks, artist’s books, broadsides, and periodicals often contain handmade elements, calling attention to the labor and history of bookmaking.

The organization is led by a volunteer Editorial Collective and a Board of Directors, and run by a staff of four. UDP’s staff structure is horizontal. Strategic decisions regarding publicity, fundraising campaigns, distribution, events, and book printing are discussed during daily staff meetings and made collectively.

### **About this position:**

Working alongside other staff members, this position is responsible for managing UDP’s day-to-day financial operations, development, and administrative tasks. This position is a pivotal role in the organization; the new staff member must work closely and creatively with the other staff members to keep the press afloat while supporting UDP’s publication schedule of 12-18 new titles per year. An enthusiastic, positive, and grounded attitude is a must for this role.

### **Main responsibilities:**

#### Operations:

- Yearly organizational budget creation and proposal to Board of Directors
- Budget and cash flow updates to Board of Directors
- Payroll management
- Cash flow management + bi-monthly call with UDP’s bookkeeper
- 990 and CHAR500 filing coordination with UDP’s accountant
- Yearly insurance audits management and insurance payment
- 1099 filings
- Royalties calculations and payouts
- Contractor/author/translator payouts
- Yearly sales tax filing and payment

#### Development:

- Grant writing and award administration for government and foundation grants
- Individual donor cultivation in collaboration with the Board of Directors

- Co-planning the annual fundraising campaign with other staff members and the Board of Directors

Other:

- Event planning and staffing (book fairs, readings, etc.) with other staff
- Participating in group work at the studio (inventory, space upkeep, etc.)
- Representing UDP at NYC literary events
- Supervising apprentices and interns

**Required skills, knowledge, and experience include:**

- Successful past experience working in collaborative environments
- Excellent communication and interpersonal skills
- At least 4 years of experience in nonprofit financial management, including budgeting, cash flow management, grant management, and fundraising
- Professional experience with a small press, independent publisher, or nonprofit bookstore. Candidates coming from nonprofit arts organizations are also welcome to apply
- Knowledge of the NYC literary and independent publishing landscape

**Preferred (but not required) knowledge and skills:**

- Working knowledge of Quickbooks
- Basic knowledge of the UDP catalogue

All staff are entitled to 4 weeks of paid vacation per year (2 weeks in the winter and 2 weeks in the summer), 10 national holidays, and 6 sick days. The start date for this position is June 30th, 2025.

Interested applicants should send a cover letter, resume, and two references in a single PDF to Marine Cornuet at [office@uglyducklingpresse.org](mailto:office@uglyducklingpresse.org) until April 20, 2025. Applications received after this date will be automatically discarded. Thank you!