



2026 Statement of Responsibilities / Job Description

Position Title: Owner & Chief Possibility Officer

Business Structure: Limited Liability Company (LLC)

Location: Minnesota

Reports To: None – Sole Proprietor

Supervises: All independent contractors, vendors, authors, educators, and partners engaged by On Paper LLC or its subsidiaries

Hours of Operation: Monday thru Thursday, 9:00 a.m. to 6:00 p.m.; Fridays, 9:00 a.m. – 3:00 p.m. & Saturdays, 9:00 a.m. – 1:00 p.m.

Ownership and Control

Ms. Brianna Miller is the 100% owner of On Paper LLC and exercises full managerial, financial, and operational control over all company activities. She maintains complete authority for strategic direction, contracts, budgeting, and administration. No other individual or entity has authority to obligate, represent, or manage the company or its subsidiaries.

Position Summary

The Owner & Chief Possibility Officer is the principal executive and sole employee responsible for all management, operations, creative direction, and administration of On Paper LLC, a multidisciplinary company that integrates publishing, education, coaching, consulting, retail, and product design.

On Paper LLC operates through four interconnected divisions:

- 1. On Paper LLC – The Company**

Serves as the parent enterprise and strategic hub overseeing business operations, contracts, finance, branding, and intellectual property across all divisions. It provides consulting, training, and executive coaching services for individuals, nonprofits, and corporations.

- 2. Mirror Academy – The School**

Functions as the educational division developing credentialed programs, professional trainings, and certification pathways rooted in ontological, mindful, and ecological leadership. Mirror Academy delivers both virtual and in-person learning experiences designed to equip leaders and organizations for transformational systems change.

3. On Paper Press – The Press

Operates as the publishing arm of the company, producing books, workbooks, curricula, and digital publications. It supports independent authors and thought leaders whose work expands human possibility, social awareness, and authentic storytelling.

4. The Infince Spot – The Store

Serves as the creative retail and e-commerce division, featuring apparel, accessories, and branded products inspired by the philosophy of *Infince*TM—abundance without limitation. The Infince Spot functions as both an online storefront and a brand extension of the company’s publishing and educational offerings.

Essential Responsibilities

1. Executive Leadership and Governance

- Establishes and implements the vision, mission, and goals for all On Paper LLC divisions.
- Exercises full executive authority in strategic planning, policy formation, and decision-making.
- Leads the design and implementation of systems that ensure accountability, transparency, and brand integrity.
- Represents On Paper LLC publicly and maintains partnerships with clients, funders, and collaborators.
- Oversees all long-term planning, program expansion, and new initiative development.

2. Legal and Contractual Authority

- Serves as the sole authorized signatory on contracts, leases, financial accounts, and agreements.
- Maintains all business licenses, insurance policies, certifications, and compliance filings.
- Negotiates, executes, and manages contracts with clients, authors, educators, vendors, and distributors.
- Represents On Paper LLC in all legal, financial, and contractual matters.

3. Business Operations and Administration

- Manages day-to-day operations and ensures effective administrative systems.
- Maintains company records, tax filings, and regulatory compliance documentation.
- Oversees communication, scheduling, data management, and reporting for all divisions.
- Designs and maintains standard operating procedures to ensure efficiency and consistency.

4. Financial Management

- Develops and monitors budgets, forecasts, and financial reports.
- Performs all bookkeeping, invoicing, reconciliations, and fiscal analysis.
- Manages accounts payable/receivable and ensures accuracy in financial transactions.
- Prepares annual tax filings, state reports, and business renewals.
- Determines pricing structures, royalties, and licensing fees across all divisions.

- Pursues grants, contracts, and alternative funding opportunities to support business growth.

5. Program, Product, and Service Development

- Designs and implements educational curricula and certification programs through Mirror Academy.
- Oversees editorial development, design, and production of all publications under On Paper Press.
- Directs product development, merchandising, and brand integration through The Infincence Spot.
- Develops proprietary frameworks such as Ontological Intelligence™, The Possibility Practice™, Philanthropia™, and Infincence™.
- Ensures alignment between all offerings and the company's ethical and philosophical standards.

6. Consulting, Coaching, and Training Services

- Provides executive coaching, organizational consulting, and leadership training for clients across nonprofit, corporate, and government sectors.
- Designs and facilitates workshops and retreats addressing equity, governance, and systems transformation.
- Conducts program assessments and develops written recommendations for clients.
- Licenses proprietary training frameworks to partner organizations and educational institutions.

7. Marketing, Communications, and Public Relations

- Oversees marketing strategy and brand development for all divisions.
- Manages company websites, blog, newsletters, and digital communication channels.
- Produces press releases, media kits, and promotional campaigns for products, books, and courses.
- Represents On Paper LLC at conferences, speaking engagements, and public events.
- Develops client proposals, marketing materials, and brand collateral.

8. Creative Direction and Content Production

- Authors, edits, and publishes original manuscripts, articles, and educational materials.
- Directs creative production for On Paper Press and The Infincence Spot, ensuring cohesive brand storytelling.
- Manages book layout, cover design, photography, and multimedia content.
- Oversees all creative collaborations with designers, illustrators, and editors.

9. Technology and Systems Management

- Oversees digital infrastructure, including QuickBooks, 17hats, Shopify, Canva, Notion, Tally, Google Workspace, and Zoom.
- Maintains cybersecurity, data protection, and website functionality.
- Integrates new technologies to optimize workflow, sales, and learning management systems.

10. Procurement and Vendor Management

- Selects and contracts with printers, editors, designers, educators, and production vendors.
- Negotiates pricing, terms, and deliverables.
- Manages procurement of materials, supplies, and digital tools.
- Ensures all vendors meet quality and performance standards.

11. Human Resources and Contractor Oversight

- Recruits, contracts, and supervises all independent contractors and project partners.
- Defines scopes of work, timelines, and deliverables.
- Ensures compliance with labor laws, confidentiality agreements, and intellectual property protections.
- Manages payment schedules, contractor documentation, and performance evaluations.

12. Education, Research, and Innovation

- Conducts ongoing research in leadership, ontology, systems thinking, and DEI to inform Mirror Academy's curricula.
- Designs learning frameworks, course materials, and certification criteria.
- Integrates scholarly study and applied learning into business innovation.
- Evaluates trends and emerging practices in education, publishing, and entrepreneurship.

13. Compliance, Risk, and Quality Assurance

- Ensures compliance with all applicable laws and ethical standards governing business, education, and publishing.
- Maintains current liability and business insurance policies.
- Oversees copyright registration, ISBN assignment, and Library of Congress documentation for all published works.
- Protects company trademarks, intellectual property, and confidential information.

14. Organizational Development and Continuous Improvement

- Establishes systems for planning, monitoring, and evaluating company performance.
- Reviews data and client feedback to inform ongoing improvement.
- Invests in professional development to sustain high standards of leadership and practice.
- Strengthens community and industry partnerships that expand the reach of On Paper LLC.

Knowledge, Skills, and Abilities

- Extensive knowledge of organizational leadership, publishing, education, philanthropy, and coaching.
- Expertise in strategic planning, systems thinking, and financial management.
- Strong written, verbal, and visual communication skills.
- Proficiency with business, creative, and e-commerce software tools.
- Skilled in project management, client relations, and multi-divisional oversight.
- Ability to work independently, manage multiple priorities, and maintain confidentiality.

Working Conditions

- Operates primarily from a home-based office environment.

5-On Paper LLC, Owner & Chief Possibility Officer

- Utilizes digital tools for administration, publishing, education, and client engagement.
- Travels as needed for trainings, conferences, and events.
- Responsible for all business, operational, and creative functions.

Authority and Decision-Making

The Owner and Chief Possibility Officer holds **exclusive authority** to manage all business affairs of On Paper LLC, including strategic planning, finances, contracts, marketing, and operations across its subsidiaries. All major decisions are made solely by the Owner.