



Senior Sales/Underwriting Associate

Are you an outgoing, self-motivated individual? Smoky Hills PBS is looking for a Senior Sales/Underwriting Associate to add to our team. The primary duty of the Senior Sales/Underwriting Associate will be to cultivate and solicit support from businesses and agencies for our programming, local and national productions.

Responsibilities:

- Work as a team with station management to maximize sales/underwriting for Smoky Hills PBS
- Research Smoky Hills PBS's programs, series, and events and develop presentations and proposals for prospective clients
- Identify corporate leaders' interests, set up meetings, discuss and sell underwriting for Smoky Hills PBS's programs and events
- Build and maintain strong relationships with current clients while developing new business
- Prepare contracts, discuss terms and obtain signatures of clients
- Achieve rigorous financial goals
- Work with clients and Smoky Hills PBS staff to ensure underwriting language meets the Federal Communications Commission (FCC) and the Corporation for Public Broadcasting (CPB) guidelines
- Work with Smoky Hills PBS staff to ensure proper placement of underwriter's logos and spots
- Establish and maintain trade agreements between Smoky Hills PBS and selected businesses
- Attend community events to meet potential clients
- Sell sponsorships to and participate in Smoky Hills PBS's events

Experience/Qualifications:

- Prior sales experience (media sales preferred)
- Bachelor's degree preferred but not required
- Computer software knowledge required
- Exceptional interpersonal skills
- Excellent verbal and written communication skills
- Team player who is detail-oriented
- Exceptional proofreading and research skills
- Valid driver's license required as there will be travel in central and western Kansas

Please email cover letter and resume to hr@shptv.org.

Position open until filled. EEO employer.