

**WTCI, Greater Chattanooga Public Television Corporation, is currently seeking
to fill the position of
Corporate Support Account Representative**

Please submit cover letter and resume to:

WTCI

Attn: Human Resources

7540 Bonnyshire Drive

Chattanooga, TN 37416

jobs@wtcity.org

Job Title: Corporate Support Account Representative

Summary: Under the general direction of the Senior Director of Development, the Corporate Support Account Representative will promote underwriting opportunities to businesses and organizations in the greater Chattanooga area.

DUTIES AND RESPONSIBILITIES:

- Present, promote and sell all products and services to existing and prospective customers including program underwriting, production underwriting, special event sponsorships, facility/studio rental contracts, and production services.
- Analyze the territory/market's potential, track sales and status reports.
- Maintain professional and technical knowledge of WTCI and PBS.
- Attend appropriate PBS corporate support training and seminars as requested
- Work closely with the production department to assure underwriting spots meet client expectations and follow PBS and FCC guidelines.
- Establish, develop and maintain positive business and customer relationships.
- Keep the staff informed about customer needs, problems, interests, competitive activities, and potential for new products and services.
- Maintain record of all underwriting activities.
- Achieve agreed upon sales targets and outcomes within schedule.

REQUIRED SKILLS AND EXPERIENCE

- Sales experience (media sales experience a plus)
- Strong presentation portfolio development and skills
- Excellent attention to detail
- Demonstrated communication skills, creative thinking and customized solutions
- A working knowledge of Microsoft Office and ProTrack or similar CRM
- Ability to work independently with proven experience working under pressure to successfully meet multiple project deadlines
- Sound judgment, sense of ethics, integrity and accountability
- Passion for and knowledge of public media and the WTCI-PBS mission
- Possess a working vehicle, provide appropriate vehicle liability insurance and will be subject to an annual DMV background check.

COMPENSATION: An annual base, expense allowance and a competitive percentage of underwriting support generated.

BENEFITS: This position is eligible for vacation, holiday and insurance coverage.

WTCI is an Equal Employment Opportunity Employer