

Regional Underwriting Representative – Buffalo/Jamestown (western NY)

Family Life Ministries, located in the beautiful Finger Lakes region of New York, has a full time opportunity for Regional Underwriting Representative to be an integral part of a regional radio network of 65 signals serving parts of New York and Pennsylvania. This is a great opportunity to work with a trusted, Christian ministry where Jesus is at the heart of everything we do. Family Life, in its 60th year of ministry, includes full-time departments in Performing Arts, Biblical Counseling, and Creative Services, as well as our regional Radio Ministry. Family Life considers its radio outreach to be a sacred trust to communicate the gospel of Christ through a blended approach of contemporary Christian music, strategically placed Bible teaching programs, and family oriented, inspiring drama.

We are seeking an outgoing, motivated, energetic, self-starter who will network and connect with business owners and not-for-profit organizations in an assigned territory while working from home. As a Regional Underwriting Representative, you will be responsible for prospecting, cold calling, networking, and building relationships with individuals and organizations interested in program sponsorship and paid promotional campaign opportunities on Family Life. An overwhelming sense of God's calling to use one's talents and life to advance His work is a necessary requirement to fill this position. Qualified candidates must be centrally located in western New York between Buffalo and Jamestown. Previous media sales experience preferred but not required. Compensation includes base salary and generous commissions.

Family Life considers partnership with local churches and other Christian organizations and ministries a high priority. Integrity, excellence, team player attitude, and a passion to serve characterize the ministry of Family Life.

For consideration, send your cover letter and resume to Dave Margalotti – Director of Radio Operations: davemargalotti@fln.org or mail to Family Life; PO Box 506; Bath, New York.

JOB DESCRIPTION

I. Regional Underwriting Representative Responsibilities

- A. Identify and network with businesses and not-for-profit organizations in your assigned region.
- B. Develop long-term relationships with prospects to form mutually beneficial partnerships.
- C. Present opportunities for underwriting and paid promotional campaigns on Family Life to air in either one or multiple regions.

D. Submit all necessary paperwork needed to get underwriting and promotional messages on the air.

E. Report to the Director of Radio and submit daily call sheets and weekly progress reports.

F. Coordinate with the Regional Underwriting Coordinator and Production Manager to furnish all necessary information for underwriting and promotional messages and to ensure underwriting messages and promotional spots are completed on time and ready to air.

G. Represent Family Life at events in your assigned region.

H. Perform other duties and special projects as assigned

II. Qualification Requirements

A. A bachelor's degree from an accredited college, preferably with a focus on Marketing, Advertising, Business, or Communications, or equivalent professional experience.

B. Exceptional communication and interpersonal skills; meticulous organizational, project management, and time management skills.

C. The temperament and personality to interact with a variety of individuals in a professional, positive, and pleasant manner; ability to exercise independent judgment when appropriate.

D. Ability to work well under pressure; self-motivated with a proven ability to solve problems; ability to work under varying degrees of supervision.

E. Fully competent in basic computer skills including Microsoft Office and Excel.

III. Miscellaneous

A. This position may require working some nights and weekends, especially when attending Family Life events and other business networking events.

B. Attend Wednesday 10am all-staff meeting in Bath, NY once per month.

C. Be available for all four days of our Spring and Fall Sharathons.

Family Life Ministries, Inc. is an equal opportunity employer