

Underwriting Sales Representative-

Position: This full-time position promotes and sells sponsorship of programs and events on HPPR through direct customer contacts. Specifically, this position schedules sales calls and submits reports of sales activities, identifies prospective customers and compiles information on competitive products.

Department: Development

Supervisor: Executive Director

Location: Garden City, KS

REQUIREMENTS

- Listen to and familiar with programs on High Plains Public Radio
- College courses in business, marketing, or telecommunications and 3-5 years of successful sales experience. An equivalent combination of education and experience may be considered.
- The ability to deal effectively with a variety of public and private clients and groups; excellent written and verbal communication skills; and proficiency with computer software including Microsoft Office, Google Docs, and online searches.
- Experience in personal and electronic contact of prospective and client companies, the use of media research tools, and the creation of presentation materials.
- Successful track record meeting and exceeding sales goals.
- Strong communication skills required including diplomacy, negotiating, writing correspondence, and oral presentations to individuals and groups.
- Must have experience in dealing with business, corporations, and agencies on a professional level
- Current driver's license and ability to travel around Garden City and periodically throughout the listening area for meetings

Essential Job Functions

- Responsible for meeting sales goals of program and event sponsorship
- Represent station at community networking events
- Prospect for new clients and maintain client base
- Service accounts including writing copy, working with other departments as necessary to produce and traffic spots
- Complete all required paperwork
- Attend weekly development department meetings

Non-essential Job Functions

- Attendance at station fundraising and other special events as requested
- Public speaking as needed

Other Skills/Abilities

- Media sales experience a plus
- Understanding of or experience in non-profit fundraising a plus
- Established business contacts a plus
- Must have the ability to work under pressure on a number of simultaneous projects.
- Applications accepted until the position is filled.

To apply, send your resume, cover letter and 3 references to:

**High Plains Public Radio
Attn: Jessica Wikoff
210 N 7th Street
Garden City, KS 67846**

Or e-mail jwikoff@hppr.org