

## **KDNK RADIO SEEKING UNDERWRITING SALES MANAGER**

### **ORGANIZATION DESCRIPTION**

The nonprofit KDNK Carbondale Community Access Radio hit the airwaves 34 years ago with a mission to provide public access radio that connects community members to one another and the world. We have grown our reach in the Roaring Fork Valley and beyond, across 8 FM signals and new online platforms. We have expanded public service with award-winning local news and 100 volunteer programmers. We host and produce live concerts and special events each year to benefit the community. Plus, we are growing relationships with partners like the Andy Zanca Youth Empowerment Program and the Carbondale Creative District.

### **POSITION OVERVIEW**

The Underwriting Director manages all underwriting sales at KDNK, the public radio equivalent of advertising. Applicants must be comfortable speaking with business owners, making cold calls, and promoting KDNK's value to the community. The Underwriting Director crafts specific messages for each client and handles all on-air scheduling. Well over 100 local businesses support the radio station financially each year, so applicants must have excellent organizational skills. Fast, friendly communication with every client is essential, including processing accounts payable and receivable with assistance from KDNK's bookkeeper.

The Underwriting Director plays an integral role in semi-annual membership drives, selling and arranging information for DJs to read regarding Business Challenge Grants.

KDNK's next Underwriting Director will also manage the Community Calendar and Lost and Found Pet Report. Duties include aggregating information from online forms and email submissions plus a list of regular sources, writing daily scripts, posting curated community calendar listings online, and pre-producing the Saturday calendar in the production studio.

### **DESIRED QUALIFICATIONS**

KDNK's Underwriting Director must be a people person. Previous sales experience is a plus. Strong writing skills, including careful spelling and good grammar are required. Familiarity with Microsoft Excel, Google Drive and Facebook will go a long way. College degree preferred.

### **SALARY**

KDNK pays \$15/hour, 20 hours/week plus projected commission income of \$25,000. Paid underwriting sales earn a 20% commission on existing contracts and 25% commission on first-time contracts. Office work, meetings and sales calls amount to a full-time equivalent job.

### **APPLICATION INSTRUCTIONS**

Please email resume, cover letter, and three professional references to general manager Gavin Dahl, [gavin@kdnk.org](mailto:gavin@kdnk.org), no later than 5pm November 1st. No calls. Open until filled.



