



JOB DESCRIPTION

Job Title: Account Executive
Classification: Full-Time, Exempt
Location: Sheboygan\Plymouth area
Reports to: Chief Business Development Officer (CBDO)

Overview:

The Account Executive works to maintain relationships with current business sponsors, will develop and increase sponsorships with businesses, churches and non-profit organizations throughout the Sheboygan and surrounding areas.

Faith-Based Expectations:

- Uphold and live out The Family Radio Network, Inc.'s Mission, Vision, Core Values, and Doctrinal Statements and Beliefs.
- Exhibits servant leadership as patterned by Christ. The Account Executive is compassionate, speaks the truth in love, solicits feedback, has spiritual maturity, and will foster an atmosphere for The Family team to flourish.
- The Account Executive needs to maintain a personal relationship with and be a consistent witness for Jesus Christ. Maintain a courteous, Christ-like attitude in dealing with people within and outside the organization.
- The Account Executive will be able to minister, pray and share the Gospel with listeners and donors.
- The Account Executive is expected to be actively involved in a local church.

Primary Responsibilities:

- Maintain current business sponsors through face-to-face contact, develop and maintain strong working relationships with all clients, i.e. lunch meetings or at their place of business in the designated territory.
- Recruiting new business sponsors through prospecting and aggressively seeking new clients by networking, cold-calling, canvassing, referrals, and other means.
- Prepare spot proposals, agreements, and schedules for potential and current sponsors.
- Develop radio script concepts in coordination with the sponsor and the station's copywriter that fits within FCC and ministry compliance guidelines.
- Prepare and maintain accurate client files containing past agreements, orders, and scripts in our current CRM software and provide all sales related reports and information as requested by supervisor(s) within specified scheduled deadlines.
- When necessary, record client's spot at their place of business.
- Report weekly activities to Chief Business Development officer.
- Attend training seminars as determined by the Chief Business Development Officer.
- All other duties as assigned.

The Family Radio Network, Inc., WEMI-FM, WEMY-FM, WGNV-FM, WSTM-FM, WGNW-FM has established religious faith as a qualification for employment, as permitted by the FCC's instructions.

Requirements:

- Has a personal relationship with Jesus Christ; is spiritually grounded and knowledgeable of the Bible.
- Passionate about the station, the vision and mission of The Family.
- Ability to work independently and be self-motivated. Ability to work well within a team. Must be a good fit with the station.
- High-energy - able to work with minimal supervision while achieving daily, weekly, and monthly goals. Willing to accept supervision.
- Compelling - excellence in motivating potential clients to see the benefits that The Family and its mission will bring to their business.
- Teachable - open to correction as well as willing to adapt to market changes.
- Maintain confidentiality in all aspects of listener, clients, staff, and company information.
- Excellent written and verbal communication skills.
- Excellent listening skills.
- Emotionally intelligent.
- Professionalism and excellence.
- Requires working knowledge of Word, Excel, PowerPoint, Adobe, and Outlook software packages.
- Home-based office.
- Provide own transportation to travel to client locations – Gas allowance provided. Requires a valid Wisconsin Driver’s License and proof of insurance.

Experience and Education:

- College graduate preferred.
- 2+ years of sales experience.

Other Duties:

- Remotely attend staff meetings.
- Attend station community engagement events, as needed.
- Attend on-air fundraisers, as needed.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Physical Demands/Working Conditions:	Continuously (67% - 100%)	Frequently (34% - 66%)	Occasionally (1% - 33%)
Working from home office	✖		
Focusing on computer screen for extended periods of time	x		
Keyboard and mouse use for extended periods of time	x		

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Physical Demands/Working Conditions:	Continuously (67% - 100%)	Frequently (34% - 66%)	Occasionally (1% - 33%)
Communicating clearly (speak) in English	x		
Reading and following written directions	x		
Hearing	x		
Listening	x		
Vision (close, distance & ability to adjust focus)	x		
Using hands/fingers to handle, feel or write with clarity	x		
Sitting or standing for extended periods of time		x	
Travel to client meeting locations	x		
Driving at night and/or in poor weather conditions		x	
Lifting and/or carry – up to 25 lbs.			x
Pulling and/or pushing			x
Walking			x
Walking on uneven ground			x
Reaching with hands and arms			x
Stooping, Kneeling, Crouching or Crawling			x
Climbing stairs			x
Climbing ladders			x
Exposure to outdoor conditions			x
Working overtime hours as required			x
Working in confined places			x
Being exposed to excessive noise			x
Travel within Wisconsin (away from primary work location)			x

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