

## Job Posting

WTVS Detroit Public Television is the viewer-supported PBS member station serving the nation's 11th largest television market. We operate Channels 56.1, 56.2 and 56.3, and are carried on cable and satellite systems throughout Southeast Michigan and over a thousand communities in Canada. We also operate WRCJ 90.9 FM, the classical and jazz radio station licensed to the Detroit Public Schools. Our vision is to educate, entertain and inspire, in partnership with our community.

Detroit Public TV is notably active in the community producing local programs that showcase arts, culture, news and analysis; and educational outreach campaigns that use the power of media to provide knowledge and understanding.

Detroit Public TV is built on relationships, and fosters the relationships it has with employees. DPTV is committed to providing a creative and professional work environment with comprehensive benefits to support a positive work environment.

Detroit Public Television is looking for a **Business Development Executive** to join our team.

Position Title:	Business Development Executive, Radio, TV and Multi-Platform	
Reports To:	Stephen Danowski, Director, Business Development	
Location:	Wixom, MI	Job ID: 1422
Posting Date:	January 26, 2015	
Apply to:	<a href="mailto:HumanResources@dptv.org">HumanResources@dptv.org</a> Human Resources WTVS Detroit Public Television 1 Clover Court Wixom, MI 48393-2247	
No telephone calls or third parties. Please include the title of the position in the subject line of your email.		

### Summary

Secure corporate and institutional underwriting for Detroit Public Television and Radio platforms, projects, challenge grants, spot schedules, events and unrestricted gifts.

### Essential Functions

- Create new corporate funding relationships with corporate and non-profit organizations, including cultural groups large, medium and small.
- Manage accounts by developing and maintaining strong relations with representatives from corporate and non-profit funders.
- Work as a member of a team to develop sales strategies, product packages and marketing presentations for broadcast, online, event, and pledge programming.
- Prepare contracts, utilize research tools and fulfill contract deliverables.
- Coordinate production and scheduling of underwriting acknowledgments, prepare reports, assist in all phases of fundraising, collect client invoices, update sales and contact management software.
- Attend client events, station challenge events, attend station special events and assist with engagement events within the radio and television stations.
- Attend department meetings
- Other duties as assigned

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### Skills

- Excellent verbal and written communications skills
- Excellent people skills, able to work effectively with other members of a team and other departments as well as with prospects and existing clients
- Ability to manage resources effectively
- Ability to work independently under pressure with minimal supervision
- Ability to work collaboratively with transparency
- Ability to contribute creative ideas
- Strong commitment to customer service and maintaining trusted relationship of the station in the community and with clients
- Excellent organizational ability with strong attention to details
- Able to complete tasks within budget and time constraints and prepare necessary reports
- Demonstrated ability to develop new prospects and turn them into clients for television and radio
- Proven reputation as a reliable account manager with a focus on detail

### Qualifications

- Bachelor's Degree in business or related field or equivalent experience
- 5-7 years of experience in sales or marketing-broadcast sales or advertising agency experience preferred
- Existing contacts within relevant marketing and funding circles
- Willingness to work irregular hours on short notice
- Demonstrated passion for Public Media: Radio and Television. Love of Classical and Jazz music a plus.