



JOB OPENING NOTIFICATION

POSITION Underwriter - Broadcast Sales
ISSUED January 28, 2020
CLOSE Until Filled
LOCATION Oklahoma City, Oklahoma

The Oklahoma Educational Television Authority (OETA) announces the opening of the full-time position titled Underwriter in Oklahoma City. The most qualified candidate(s) will be contacted for an interview.

PRINCIPAL RESPONSIBILITIES

- Meet or exceed revenue goals
- Manage a client list of current and lapsed underwriters, and develop an ongoing list of prospective clients, maintaining records of contact information, meeting notes, follow up plan, and renewal dates
- Through research and communication with prospects and clients, create proposals for effective underwriting and sponsorship opportunities
- Write effective underwriting messages that follow the FCC and OETA guidelines, keeping the viewer/listener experience in mind
- Represent OETA at community and business events to develop and deepen relationships
- Conduct business with integrity and in a way that is consistent with OETA values.

QUALIFICATIONS

- 4 year college degree or equivalent experience
- 2+ years media sales experience in broadcast and digital is preferred
- Passion for public media, in general, and specifically for what OETA offers to the community. We are looking for a BIG fan! Knowledge about the programming is beneficial.
- Able to think strategically to achieve station, client, and personal goals.
- Relationship Building - establishing relationships face-to-face and virtually to achieve business relationships that are credible and trustworthy
- Communication Skills - thoughtful and persuasive verbal and written communications skills. Can you create credible and professional visual presentations and proposals?
- Market Research - the ability to gather market data and use it appropriately to sell multiple platforms
- New Business Development - Can you secure new business by using a disciplined sales process?
- Time and Resource Management Skills - prioritize effectively to achieve/exceed goals
- A collaborative personality. We are looking for a team member who values communicating with management and peers for feedback/insight.
- Competent in Microsoft Office
- Able to work in a fast-paced environment
- Valid driver's license and reliable transportation



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COMPENSATION

Salary up to \$45,000. A generous benefit package including health, leave, retirement plus much more is included.

HOW TO APPLY

Send cover letter, application and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501 or email to employment@oeta.tv. Applications are available online at OETA.tv or in person at 7403 N. Kelley Avenue, Oklahoma City.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.