



## JOB DESCRIPTION

**Job Title:** Account Executive  
**Classification:** Full-time, Exempt  
**Location:** Remote - Milwaukee area  
**Reports to:** Chief Business Development Officer (CBDO)

### Overview:

The Account Executive functions as a liaison between the business community and the radio ministry and works to develop, maintain and increase business sponsorships that provide financial support to the ministry.

### Faith-Based Expectations:

- Uphold and abide by The Family Radio Network, Inc.'s Vision, Mission, Core Values, and Doctrinal Statements & Beliefs.
- Have an active and growing personal relationship with Jesus Christ.
- Will demonstrate a Christ-like attitude by praying, sharing, and pointing people to Jesus Christ.
- Is expected to be actively involved in a local church.

### Primary Responsibilities:

- Call on area businesses, churches, and non-profit organizations in the Milwaukee and Sheboygan listening areas to develop additional business relationships encouraging them to participate in our commercial/underwriting and digital services programs as marketing tools.
- Provide excellent customer service to maintain and retain strong working relationships with our current business clients/underwriters utilizing our available resources to assist with their marketing needs.
- Demonstrate initiative and follow-through to aggressively prospect and develop new business for both radio and digital channels by networking, cold-calling, canvassing, referrals and other means.
- Prepare radio campaign proposals, agreements, and schedules for potential and current sponsors.
- Develop radio script concepts in coordination with the sponsor and the ministry's creative services team that fit within FCC and ministry non-commercial and commercial compliance guidelines.
- Develop a thorough understanding and application of the ministry Underwriting Compliance Manual.
- Prepare and maintain accurate client files containing past agreements, orders, and scripts in current CRM software.

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- Provide all sales related reports and information as requested by supervisor(s) within specified scheduled deadlines.
- When necessary, record client voiceover audio for radio announcements at their place of business.
- Report weekly activities to Chief Business Development officer, as needed.
- Attend training seminars and quarterly sales meetings as determined by the Chief Business Development Officer.
- Attend staff meetings.
- Provide assistance with ministry fundraisers twice a year or as needed.
- Provide on-site assistance for station concerts and other special events as needed.
- Appearances at station events as needed including friendly interaction with listeners.
- All other duties as assigned.

### **Requirements:**

- Has a personal relationship with Jesus Christ, is spiritually grounded, and knowledgeable of the Bible.
- Emotionally intelligent and can interact with others well to maintain and grow client and co-worker relationships.
- Ability to work independently and be self-motivated. Ability to work well within a team. Must be a good fit with the station and team.
- High-energy - able to work with minimal supervision while achieving daily, weekly, and monthly goals. Willing to accept supervision.
- Teachable - open to correction as well as willing to adapt to market changes.
- Maintain confidentiality in all aspects of listener, clients, staff and ministry information.
- Excellent written and verbal communication skills.
- Excellent listening skills.
- Requires working knowledge of Word, Excel, PowerPoint, Adobe, and Outlook software packages.
- Working remotely from home is available for this position.
- Able to provide own transportation to travel to client locations – Gas allowance provided.
- Requires a valid Wisconsin Driver's License and proof of insurance.
- Passionate about the vision and mission of The Family Radio Network.

### **Experience and Education:**

- 2+ years of sales experience. Outside business-to-business sales or quota-based commissioned sales experience, preferred.
- High School diploma.

### **Other Duties:**

- 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.

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<b>Physical Demands/Working Conditions:</b>	<b>Continuously</b> (67% - 100%)	<b>Frequently</b> (34% - 66%)	<b>Occasionally</b> (1% - 33%)
Working from home office	X		
Focusing on computer screen for extended periods of time	X		
Keyboard and mouse use for extended periods of time	X		
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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### Application & Resume:

- Submit the online application here: <https://www.thefamily.net/careers/current-openings/>
- Upload Cover Letter
- Upload Resume