



JOB DESCRIPTION

Job Title: Account Executive
Classification: Full-time, Exempt
Location: Remote – Wausau / Stevens Point 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 Wausau, Stevens Point and Eau Claire 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.

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

- 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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Physical Demands/Working Conditions:	Continuously (67% - 100%)	Frequently (34% - 66%)	Occasionally (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