

KPTZ Job Description

Position Title: Underwriting Coordinator
Reports to: General Manager
FLSA Status: Non-Exempt, starts at .5 FTE

KPTZ embraces social justice, with a commitment to an internal culture of support and growth. An equal opportunity employer, KPTZ pledges to not discriminate against employees based on race, color, religion, sex, national origin, age, disability or gender identity.

Summary

Coordinate Underwriting Sales and Overall Follow Through

- Identify, develop, secure and maintain underwriting contacts and clients.
- Oversee all facets of the KPTZ underwriting function, working independently, yet engaging with other staff and volunteers for optimal integration.
- Implement high standards for KPTZ underwriting and procedures.

Responsibilities

Support and Implement KPTZ's Mission

To build and strengthen community throughout the Northeast Olympic Peninsula, actively engaging our listeners through high quality community radio programming that is educational, entertaining, and service oriented.

Underwriting Sales

- Field and relay both existing and new underwriting prospects, identifying prospects and pursuing new contracts from businesses and nonprofits.
- Implement and track underwriting sales calls, making contacts with business decision makers, and close sales.
- Write and execute contracts and ensure they are correctly tracked, processed and stored in KPTZ's online and hard copy filing systems.
- Service and maintain current underwriting accounts.
- Meet or exceed monthly goals for income and number of new contacts. Underwriting goals are set by the KPTZ Board in approving the annual Budget.
- Liaison with community members and business owners, establishing and maintaining working relationships with the local community that support KPTZ.

Client Follow Through

- Develop effective copy for underwriting spots in compliance with FCC and station guidelines, and obtain underwriter approval.
- Maintain communications to develop and nurture relationships with station clients.
- Liaison on behalf of KPTZ for collection of past due accounts, if and as needed.

Underwriting Policies

- Collaborate with management for ongoing development of KPTZ underwriting policies and procedures, and ensure these are implemented.
- Stay current with FCC underwriting regulations and guidelines.

Station Underwriting Procedures

- Schedule underwriting messages and monitor actual play counts according to contract specifications.
- Oversee production of underwriting spots, working with station production staff to ensure technical quality according to FCC and KPTZ guidelines.
- Ensure that spots air as scheduled per signed contracts.
- Provide own transportation and travel within sales region to acquire new underwriting revenue and maintain client-station relationships.

Record Keeping

- Maintain database records regarding status of existing contracts and of other contacted businesses.
- Maintain underwriting reports in spreadsheets to verify contract adherence and calculate commissions.

Sponsorship Tie-ins for Station Events

- Each potential sponsorship tie-in is to be reviewed and approved by the general manager prior to pursuing the client.
- Sponsorship sales revenue produced by the underwriting coordinator is to be included in commission calculations.

In-kind Underwriting

- There may be occasional in-kind arrangements with businesses wherein the received goods are KPTZ budget items, or tie-ins when the in-kind value gets passed along to station listenership through promotion and publicity of the station and the business.
- Each new or renewing in-kind agreement must be reviewed and approved by the general manager prior to pursuing with the client.

Website

- Provide and coordinate accurate content and updates for KPTZ website underwriting pages.

Fundraising / Donor Relations

- Work in conjunction with the general manager and volunteer staff to assist with KPTZ fundraising events.
- Implement donor relations communications, as assigned.

Office Hours

Adhere to a minimum of four regularly scheduled hours working in the KPTZ office per week, in order to provide and assure essential coordination with station staff and volunteers.

Other

- Work alongside the general manager to implement overall station functions, including confidential and sensitive information.

- Collaborate with station leads to develop and support KPTZ programming. Implement event sponsorship tie-ins and listener appreciation functions.
- Seek business and community participation in station activities.
- Other duties as assigned.

Compensation

Base Salary and Commission Rate

Compensation is to be commensurate with experience. Salary and hours are dependent on experience, availability and commitment

Vacation and Holidays

The underwriting coordinator position receives 2 weeks (based on .5 FTE) of paid vacation per year, to be taken with advance coordination to assure station underwriting functions are handled while away from work.

The KPTZ office observes 10 federal and state holidays, annually. Any time off shall be reported to and cleared by the general manager.

Preferred Qualifications

- Ad sales or underwriting experience, and / or fundraising and marketing experience for non-profit organizations
- A demonstrated commitment to diversity, equity, inclusion, and student success, as well as working with broadly diverse communities
- Prior experience in broadcasting/community radio
- Experience writing copy for broadcast
- Demonstrates a commitment to diversity, equity, inclusion

Application

A complete application packet includes:

- Cover letter describing your passion for this role, and that addresses the question:
What do you see as community radio's role in a small locality over the next 3-5 years?
- Resume
- Contact information for three professional references
- To apply, please submit the above by email to KPTZ General Manager Kate Ingram, manager@kptz.org.
- Application materials received by September 30, 2022 will receive full consideration.
- Position will remain open until filled.