POSITION: Underwriting Coordinator (Full-time)

LOCATION: NSPR- North State Public Radio – KCHO- Chico and KFPR- Redding

ESSENTIAL JOB FUNCTIONS: Under the direction of the General Manager this position is responsible for implementing effective strategies for generating operating income through the sale of underwriting – both on-air and digital - for North State Public Radio. The incumbent will identify and develop relationships with organizations and businesses across the station’s broadcast region and participate on the station’s membership drive planning team. Responsibilities include: Manage Day-To-Day Underwriting Traffic: Accurately maintain the database of account records. Enter contracts and schedule underwriting announcements. Ensure accurate, legal, timely and readable copy in air studio. Produce and route all necessary documents including contracts, confirmations, acknowledgements, renewal notices, affidavits, etc. Implement invoicing, billing and posting payments. Compile and print management reports. Track contract fulfillment. Provide back-up to the Program Coordinator for printing logs or updating electronic versions for board operators • Lead and Coordinate Sales Activity: Develop and maintain relationships with existing and potential underwriters. Recruit, service, and maximize the sales of all underwriting accounts. Provide up-to-date sales collateral (e.g., price lists, brochures, flyers, etc.). Create underwriting offers for station events, live broadcasts, and special programming projects. Oversees collections and ensure that station’s credit policies are enforced. Implement appropriate pricing based on market research. Write copy that adheres to NSPR and FCC guidelines. Recommend and implement strategies to ensure that sales targets are met. Represent NSPR at station public events, and at member and underwriter special events. Examine and present market research numbers to underwriters and prospects • Ensure Compliance With All FCC Regulations And Applicable Laws • Prepare Monthly Reports Tracking Progress Toward Goals • Serve On Membership Drive Planning Team: Collaborate with management and drive planning team to conceptualize drive themes and identify community partners. Assist with soliciting challenge grants and other forms of support for on-air membership drives. Participate in on-air fundraising coordination, including pitching. Work well in a team environment. Work with local businesses and underwriters to conceive and secure traded or donated goods and services for use as drawings during on-air drives. Identify philanthropic opportunities within underwriting accounts for cultivation for NSPR major gifts. • Propose Annual Underwriting Goals and Budget in Coordination with Management and Staff • Attend Regular Staff Meetings and Other Station Functions As Required • Other Duties as Assigned

EMPLOYMENT STANDARDS: Requires a minimum of two years full-time equivalent paid experience in marketing or sales of which one year is in the field of broadcast media. Requires demonstrated direct sales success and the ability to meet sales goal requirements. Requires experience with traffic system Natural Log and Arbitron market research. Ability to build and maintain relationships, qualify needs, demonstrate the difference between NSPR underwriting and other media options; present the value of NSPR and close sales contracts. Prior experience (paid or unpaid) in a non-commercial (aka “public”) broadcast media environment is required. Ability to speak on-air for pledge drives. Bachelor’s degree in Marketing, Sales, Communications or a related field is desirable. The successful candidate will: Possess broad computer skills and literacy including database management experience; be proficient with Microsoft Office Suite and particularly with Word, Excel and Outlook; be familiar with concepts of underwriting, especially applicable FCC regulations; possess excellent organizational and office skills and be effective at time management; be able to communicate and work well with others; be able to work in a fast-paced, quickly-changing, and mutually-supportive team environment. A commitment to growing underwriting revenue and a passion for public radio are essential, along with the ability to multi-task while paying attention to detail and follow through; skilled at writing a clear and compelling proposal, letter and e-mail.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The CSU, Chico Research Foundation is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Research Foundation’s policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
COMPENSATION: $3833 - $4166 per month + bonuses based on monthly underwriting receipts + benefits. Benefits include options for health, vision and/or dental insurance; employer contributions to a 403(b) retirement plan (beginning year 2); employer-paid life and disability insurance; and vacation, sick leave, and holidays. The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will. This position is subject to a background check including fingerprinting.

APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, current resume and three professional references. Incomplete application packets will not be accepted. Application deadline is August 10, 2016. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation, CSU, Chico Research Foundation, Chico, CA 95929-0246

BY IN PERSON: CSU, Chico Research Foundation, 25 Main Street, 2nd Floor suite 206, Chico, CA

BY EMAIL: rfhrjobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

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