



POSITION: Underwriting Sales Associate

Full-Time / 40 Hours per week / Hourly / Non-Exempt

RECRUITMENT ID: 552

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

ESSENTIAL JOB FUNCTIONS: Under the direction of the Underwriting Coordinator, this position is primarily responsible for implementing best practices for generating operating revenue through underwriting and sponsorships for North State Public Radio. The incumbent will develop relationships with organizations and businesses across the station's broadcast region. There will be some on-air opportunities during pledge drives.

RESPONSIBILITIES INCLUDE:

- Develop and maintain revenue-generating relationships with existing and potential business supporters.
- Review and present market research data and proposals to underwriters and prospects.
- Negotiate agreements within approved rate structures and schedule underwriting announcements.
- Ensure legal, timely and readable FCC non-commercial compliant radio underwriting copy in air studio.
- Produce and route all necessary documents including order confirmations, acknowledgements, renewal notices, affidavits, etc.
- Accurately maintain account records and useful client information.
- Assist in invoicing, collections and posting payments.
- Participate in implementing and reviewing strategies to meet sales goals.
- Represent NSPR at station related events.
- Assist with soliciting challenge grants and other forms of support for on-air membership drives.
- Participate at times with on-air fundraising.
- 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 mass media.
- Requires demonstrated direct sales success and the ability to meet sales goal.
- Requires ability to understand and use the traffic system Natural Log and Nielsen market research, or similar systems.

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.

- Requires understanding of and compliance with FCC Non-commercial Underwriting Guidelines.
- Requires ability to build and maintain relationships, qualify needs, and present the unique value proposition NSPR offers in an effort to close agreements.
- Requires effective organization and time management skills.
- Requires effective communications skills.
- Requires strong office computer skills and literacy, and use of Microsoft Office Suite.
- Bachelor's degree in Marketing, Sales, Communications or a related field is desirable.
- Prior experience at an FCC non-commercial broadcast station is preferred.
- An equivalent mix of education and experience will be considered.
- Must possess a valid California driver's license and good driving record. Participation in the DMV Employer Pull Notice Program (driving record), may be required.
- Must receive a DOJ/FBI fingerprint clearance (Live Scan) prior to employment.

COMPENSATION: \$11.00 - \$14.00 per hour DOE + commission + benefits.

Commission is based on receipts and will be discussed with candidates invited to an interview. 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.

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- CSU, Chico Research Foundation application
- Cover letter
- Current resume
- Three professional references

APPLICATION DEADLINE: Open Until Filled. Application review begins Thursday, August 17, 2017. Applications received after Wednesday, August 16, 2017, may not be considered.

BY MAIL:

CSU, Chico Research Foundation
 CSU, Chico, Building 25
 Chico, CA 95928-5388

IN PERSON:

CSU, Chico Research Foundation
 25 Main Street, 2nd Floor suite 206
 Chico, CA

BY EMAIL:

rfhrijobs@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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