

Family Life Ministries, Inc.
Regional Underwriting Representative
(Western PA & Eastern OH)

Family Life, located in the beautiful Finger Lakes area of New York, has a full-time opportunity for a Region Underwriting Representative located in the western Pennsylvania/eastern Ohio part of our radio coverage area. Family Life includes a regional radio network of more than 65 signals throughout New York and Pennsylvania, along with full-time departments in Performing Arts, Biblical Counseling, and Events.

We are seeking an outgoing, friendly, motivated, dynamic, energetic, self-starter who will represent Family Life to businesses and organizations in their assigned region. Qualified applicants must currently live, work, worship, and have established connections to the community in this region. This person will also be responsible for prospecting, cold calling, networking, and building relationships with individuals and organizations in western Pennsylvania and eastern Ohio who are interested in program sponsorship and paid promotional campaign opportunities on Family Life. This includes the communities of Erie, Cambridge Springs, Edinboro, Meadville, Cory, Franklin, Oil City, Grove City, Ashtabula, and more.

The individual chosen to fill this position will have the opportunity of working with a talented team of over 50 staff members. An overwhelming sense of God's call to use one's talents and life to advance His work is a necessary requirement to fill this position. Family Life considers partnership with local churches and other Christian organizations / ministries a high priority. Integrity, excellence, teamwork, and a passion to serve characterize the ministry of Family Life. Email resume and references to davemargalotti@fln.org or mail to Family Life: P.O. Box 506 Bath, NY 14810.

JOB RESPONSIBILITIES

I. Business Development (western PA / eastern OH)

A. Responsibilities

1. Identify and network with businesses and not-for-profit organizations in your assigned region
2. Develop long-term relationships with prospects to form mutually beneficial partnerships.
3. Present opportunities for underwriting and paid promotional campaigns on Family Life to air in either one or multiple regions
4. Submit all necessary paperwork needed to get underwriting and promotional messages on the air
5. Report to the Director of Radio and submit daily call sheets and weekly progress reports
6. Coordinate with the Production Director to furnish all necessary information for underwriting and promotional messages and to ensure underwriting messages and promotional spots are completed on time and ready to air
7. Represent Family Life at events in your assigned region as needed
8. Perform other duties and special projects as assigned

B. Qualification Requirements

1. A bachelor's degree from an accredited college, preferably with a focus on Marketing, Advertising, Business, or Communications
2. Exceptional communication and interpersonal skills; meticulous organizational, project management, and time management skills.

3. The temperament and personality to interact with a variety of individuals in a professional, positive, and pleasant manner; ability to exercise independent judgment when appropriate
4. Ability to work well under pressure; self-motivated with a proven ability to solve problems; ability to work under varying degrees of supervision
5. Fully competent in basic computer skills including Microsoft Office and Excel

III. Miscellaneous

- A. Be responsible to the Director of Radio Operations
- B. This position may require working some nights and weekends, especially when attending Family Life events and other business networking events.
- C. Attend Wednesday All-staff meeting and monthly Regional Underwriting Rep meeting on the first Wednesday of each month at our offices in Bath, NY
- D. Be available for all four days of our Spring and Fall Sharathons.