

Family Life Ministries, Inc.

Radio Regional Underwriting Representative (Western PA & Eastern OH)

Family Life Ministries has an opening for a Regional Underwriting Representative for western Pennsylvania and eastern Ohio. Family Life, in its 65th year of ministry, has plans to build a new world-class headquarters in Corning, NY that will allow for the growth and expansion of our performing arts, events, and Hope & Healing counseling ministry departments, as well as our regional radio network which consists of nearly 70 broadcast signals in New York and Pennsylvania. For more information on Family Life and our future facility, visit <https://www.familylife.org/buildingupdate>.

The individual chosen to fill this position will have the opportunity of working with a talented team of over 60 staff members. An overwhelming sense of God's call to use one's talents and life to advance His work are necessary requirements 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 to davemargalotti@familylife.org or mail to Family Life: POB 506; Bath, NY 14810.

JOB RESPONSIBILITIES

- Identify and network with businesses and not-for-profit organizations in your assigned region
- Develop long-term relationships with prospects to form mutually beneficial partnerships
- Present opportunities for underwriting and paid promotional campaigns on Family Life to air in either one or multiple regions
- Submit all necessary paperwork needed to get underwriting and promotional messages on the air
- Report to the Director of Radio Operations and submit call sheets and weekly progress reports
- Coordinate with Regional Underwriting Coordinator and the Production Manager to furnish all necessary information for underwriting and promotional messages and ensure underwriting messages and promotional spots are completed on time and ready to air

- Attend at least one weekly Wednesday morning staff meeting per month in Bath, NY
- Perform other duties and special projects as assigned

QUALIFICATIONS

- A bachelor's degree from an accredited college, preferably with a focus on Marketing, Advertising, Business, or Communications
- Exceptional communication and interpersonal skills; meticulous organizational, project management, and time management skills
- 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
- Ability to work well under pressure; self-motivated with a proven ability to solve problems; ability to work under varying degrees of supervision
- Fully competent in basic computer skills including Microsoft Office and Excel

II. Miscellaneous

- Be responsible to the Director of Radio Operations
- This position may require working some nights and weekends, especially when attending Family Life events and other business networking events
- Be available for all four days of Spring and Fall Sharathons
- Attend weekly zoom planning meetings with Regional Underwriting team members