Underwriting Representative - WPKN 89.5 FM

Employment Type: Contractual. WPKN is seeking a contractor for underwriting. This contractor reports directly to the General Manager.

DUTIES INCLUDE:

- Create a strategic plan identifying appropriate targets and outreach approach to be approved by the General Manager.
- Write proposals and generate programming ideas which produce sponsorships and funding.
- Write and organize underwriting scripts.
- Record and produce underwriting announcements and PSAs.
- Report underwriting activities to the general manager and board on a monthly basis.
- Solicitation for underwriting in Suffolk, New Haven, Litchfield and Fairfield Counties.
- Research, cultivate and solicit underwriting support for WPKN.
- Maintain relationships with existing underwriting contracts.
- Participate in on-air fundraising.
- Follow WPKN policy as directed by the General Manager.
- Manage administrative and financial underwriting reporting
- Organizing a diverse line up of programmers to record underwriting and PSAs.
- Perform other duties as assigned

QUALIFICATIONS

- At least three years of underwriting experience for a non-profit radio station is required.
- Demonstrated professional and affable manner at all times; excellent interpersonal skills.
- Ability to work with a variety of partners, including contractors, programmers and volunteers.
- Demonstrated planning, problem-solving management and organizational skills.
- Ability to communicate effectively, both verbally and in writing.
- Experience as a WPKN programmer or listener is required.
- Have extensive knowledge and is engaged with the WPKN community
- Attendance or participation in community events, staff meetings, concerts etc.

EDUCATION:

Bachelor’s degree or equivalent experience

PREFERRED SKILLS:

- Business experience in a fast-paced media environment.
- Live programming experience a plus.

WPKN is an Equal Opportunity Employer actively seeking diversity in the workplace. We encourage people of color, people with disabilities, veterans, women and gender-nonconforming candidates to apply.

HOW TO APPLY:

Please send resume and cover letter with the subject line "Underwriter" to jobs@wpkn.net.