

Job Location:
WMHT
4 Global View
Troy NY 12180

Title: Account Executive
Department: Development
Division: Corporate Support
Type: Regular, Full-time, Non Exempt
Reports To: Director of Corporate Support

BROAD FUNCTION

- To secure sponsorship of television and radio programs for the support of WMHT Public Media.

ENTRY LEVEL POSITION - Perfect for someone entering the sales field. We will provide the necessary training for you to be successful.

SPECIFIC OPERATIONAL RESPONSIBILITIES

- Secure corporate funding for programming on WMHT-FM, WRHV-FM, WEXT-FM and digital platforms.
- Work to cultivate new sales, while maintaining and growing existing client relationships.

GENERAL RESPONSIBILITIES

- Service and develop an ongoing relationship with corporate clients.
- Create proposals for clients.
- Assist in developing client messaging.

REQUIREMENTS

- Bachelor's degree.
- Strong communication and interpersonal skills.
- Organized and self- motivated.
- A valid New York State driver's license and good driving record is required.
- Sell in a way that is consistent with WMHT's mission, values, underwriting guidelines, and standard of excellence for representing WMHT and WEXT.
- Ability to maintain a flexible schedule.
- Computer skills – MS Powerpoint, MS Word, MS Excel, and willingness to learn in-house databases.

Salary: \$30,000 - \$38,000 per year plus commission.

To apply, please email a cover letter and resume to vbelden@wmht.org or mail to:

Valerie Belden
WMHT
4 Global View
Troy, NY 12180

WMHT Educational Telecommunications is an equal opportunity employer. The community and audience we serve is diverse, and we wish to foster that diversity in our workplace. Toward that end, WMHT does not discriminate against individuals in hiring, employment or promotion on the basis of race, religion, color, sex/gender, gender identity and gender expression, age, marital status, national origin, sexual orientation, citizenship, handicap or disability, veteran or military status, political belief, pregnancy, genetic information or any other characteristic protected by law.