

## **TEMPORARY UNDERWRITING SPECIALIST**

Northwest Communities' Education Center/KDNA seeks a Temporary Underwriting Specialist to act as the front-line sales representative for NCEC/KDNA on a temporary basis. The ideal candidate for this position has at least one year of professional sale representative experience with the ability to provide exceptional customer service to our underwriters. This person also must be a good fit for a culture that values trust, commitment, collaboration, and diversity.

**Typical Duties:** Contact and identify businesses and corporations for underwriting of KDNA programs. Translate and write acknowledgements for businesses and corporations that have purchased underwriting. Select times to air underwriting acknowledgements and assure they are aired on time and in agreement with the station manager. Responsible for maintaining of underwriting billing system to bill businesses and sponsors. Organize the KDNA membership subscription campaign to increase existing membership support and to maintain reporting and tracking of members. Other duties, as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have excellent verbal and written communication skills.

Must be able to read, write and speak English and Spanish

Must have good organizational skills.

High School diploma or equivalent with fundraising experience for non-profit organization.

**PROCEDURE FOR APPLICATION:** Persons interested in this position should submit the following items via email to [galaniz@kdna.org](mailto:galaniz@kdna.org) and put "Temporary Underwriting Specialist" in the subject line.

1. A cover letter detailing how the applicant's qualifications fit the needs.
2. A résumé detailing education, training, salary history, and employment experience.
3. Names, addresses, and phone numbers of at least three professional references with a thorough knowledge of the applicant's professional experience and achievements.
4. Compensation requirements.

Position will be posted at [www.kdna.org/employmentopportunities](http://www.kdna.org/employmentopportunities) until filled. No phone calls please.