JOB DESCRIPTION:

Job Title: Corporate Support Associate  
Department: Development  
Reports To: Director of Corporate Support  
Classification: Regular Full-Time  
FLSA Status: Salary Exempt  
Work Location: Vermont  
Out of State Remote Option: No  
Cellular Phone Eligible: Yes  
Prepared Date: November 2021

SUMMARY

VPR-Vermont PBS’s Corporate Support Associate develops relationships with businesses and organizations with the goal of raising support for Vermont public media through underwriting and sponsorships. Through their efforts, VPR-Vermont PBS is seen as a valuable marketing partner. The Corporate Support Associate works collaboratively, as part of a team and across departments, to achieve the organization’s fundraising goals.

ESSENTIAL FUNCTIONS

- Raise revenue through multiple underwriting platforms and sponsorship support.
- Be a collaborative Corporate Support Team member, seeking and engaging in opportunities to support the department’s efforts to raise support.
- Manage prospect, agency, and underwriter relationships with exceptional service and with the integrity expected in public media.
- Use available technology to manage accounts, place underwriting, and create contracts.
- Write FCC-compliant underwriting messages
- Represent VPR-Vermont PBS in the business community

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Meet or exceed revenue goals -individually and by supporting other members of the Corporate Support team.
- Be familiar with program content, and audience data.
- Develop and a sustain relationship with clients, agencies, and prospects, and provide thoughtful, attentive service from inquiry to billing.
- Maintain accurate records of contact information, meeting notes, follow-up plans, and renewal dates
- Create compelling underwriting proposals, drawing from all the opportunities, VPR-Vermont PBS platforms offer.
- Work with clients to create effective, compelling scripts and other creative assets that are FCC compliant and follow, VPR-Vermont PBS guidelines.
• Follow the traffic and production process for PBS spots and digital underwriting accurately and within deadlines.
• Enter contract information accurately to assure schedules run properly, underwriting messages are read correctly, and clients are billed accurately.
• Be collaborative and supportive of other members of the Corporate Support team, as well as our colleagues across the organization.
• Represent VPR-Vermont PBS at community and business events.
• Take advantage of professional development opportunities.
• Conduct business with integrity and in a way that is consistent with Vermont Public values.

EXCELLENCE IN THIS ORGANIZATION
1. A high level of commitment and dedication to the mission of the organization and public media.
2. Ability to cultivate and develop inclusive and equitable working relationships with co-workers and audience, supporting and enhancing a culture of belonging.
3. Preserving confidentiality appropriately.
4. Serving as an excellent ambassador for the organization, both formally and informally. Helping listeners, potential listeners, donors, and potential donors connect with the organization.
5. Facilitating excellent communications across departments, among employees, and with the public. Fostering open and candid relationships with VPR/Vermont PBS listeners and donors. Managing conflict constructively.
6. Demonstrating a commitment to the continuous improvement of the organization’s ability to fulfill its mission and vision.
7. Demonstrating and encouraging creativity and enthusiasm for this work.
8. Expressing consistent, high-performance expectations for themselves, their department, the leadership, and the organization itself.
9. Developing a broad understanding of the organization’s departments, programs, and services to assist donors, collaborate effectively with peers, ensure respectful communication and teamwork among departments.

SUPERVISORY RESPONSIBILITIES: None

POSITION REQUIREMENTS
Education and Experience
Bachelor’s degree and three or more years of experience in development, marketing, or media buying or sales, ideally including digital media; or an equivalent combination of education & experience. Demonstrated achievement of performance goals through self-motivation, problem-solving, good organization, and collaboration. Clear, concise, and effective writing, speaking, and presentation skills with the ability to communicate to different audiences in English. Commitment to providing exceptional customer service to multiple accounts, from prospecting to billing. Competent in Microsoft Office and capable of learning underwriting software system. Able to follow internal processes and guidelines, and to work in a fast-paced environment. Valid driver’s license and reliable transportation.
**WORKING CONDITIONS**

Work is normally performed in climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

**Physical Demands**

Work involves standing and walking for brief periods of time, bending and filing, but most duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer screen. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Please note: This is not an all-encompassing statement of this position’s responsibilities. While it attempts to be comprehensive, new responsibilities may be assigned to this position at any time.*

VPR/Vermont PBS is a proud equal opportunity employer. We work diligently to recruit a broad pool of candidates and to hire and promote qualified individuals whose personal experiences, characteristics, and talents reasonably reflect the diversity of the communities served by VPR/Vermont PBS. Our equal employment opportunities apply to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. We encourage applications from women, minority groups, veterans, and people with disabilities.