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****FILLED**** Senior Account Executive

[VIEW FULL DESCRIPTION \(PDF\)](#)

Please note: This position is based in Grand Junction.

Colorado Public Radio has a great opportunity in Grand Junction for someone with demonstrated sales success to join its Corporate Support team as Senior Account Executive.

The Senior Account Executive will serve as a media sales professional representing Colorado Public Radio in the Vail Valley and on the Western Slope with responsibility for generating operating income through the sale of underwriting – both on-air and digital – in support of individual and department revenue goals.

Responsibilities include:

- Meet sales goal requirements while adhering to CPR guidelines and standards.
- Maintain and build relationships with new and existing accounts.
- Qualify account needs and demonstrate and sell the value of underwriting.
- Draft and finalize underwriting agreements including schedules and costs.
- Qualify copy points with the underwriter and write copy that adheres to CPR and FCC guidelines.
- Maintain account records including traffic orders and correspondence; monitor receivables; and track results in salesforce.com.
- Ensure timely collection of accounts receivable.
- Support philanthropic giving as a collaborative partner with CPR's Major Donor Department.
- Participate in select Colorado Public Radio community outreach activities.

This position also acts as office manager for the Grand Junction office and includes responsibilities such as: greeting all walk-in traffic; answering phones; handling concerns regarding office & building (lights, plumbing etc); purchasing office supplies; sorting mail; balancing petty cash; etc. May also include managing/assisting sub-lease tenant needs.

Education & Experience Requirements

- Able to embrace the mission and purpose of Colorado Public Radio.
- Skilled at cold calling prospects and motivated to build new account relationships.
- Able to maintain strong rapport with existing accounts.
- Comfortable with assessing account needs.
- Proficient at presenting the value of CPR and knowledgeable about other media options.
- Skilled at identifying and overcoming sales objections and able to close sales.
- Proficient at writing a clear and compelling proposal, letter and e-mail.
- Results oriented, collaborative, and adaptable to change.
- Proficient with Word, Xcel and PowerPoint.
- Five or more years of proven outside sales success.

Application Requirements

To apply, please submit a cover letter, resume and three professional references to hr@cpr.org with Grand Junction Senior Account Executive in the subject line. Competitive salary and benefits. No phone calls or drop-ins please. Colorado Public Radio is an equal opportunity employer and encourages workplace diversity.

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PRESS ROOM



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