POSITION ANNOUNCEMENT
UNDERWRITING SPONSOR REPRESENTATIVE
KTWU/Channel 11

Human Resources is accepting applications for a 3/4-time Underwriting Sponsor Representative position with KTWU/Channel 11 at Washburn University. This position reports to the Assistant Director of Development/Underwriting.

RESPONSIBILITIES

Solicitation of Underwriting Sponsorships to fund KTWU programming.
* New Prospective Underwriting Sponsors:
  > Identify prospective new underwriting sponsors.
  > Research prospective new underwriters.
  > Make contact with prospective underwriters.
  > Solicit prospective new underwriters.
* Renewal of Current Underwriting Sponsors:
  > Track dates of underwriting agreements to be aware when an underwriter is due for renewal.
  > Contact and renew underwriting sponsors.
Manage underwriting agreements and relationships.
  * Work with underwriters and KTWU staff to create recognition (on-air and in print) for their contributions.
  * Work with underwriter and KTWU staff to assure that underwriting contributions are made as per agreement.
  * Throughout the term of an agreement, maintain a positive relationship with the underwriting sponsor through ongoing contact and ongoing cultivation.
Work in collaboration with the Assistant Director of Development/Underwriting in the planning and execution of underwriting activities, such as:
  * Annual KTWU Underwriting Breakfast/Lunch.
  * Work on underwriting spots.
Participate as a member of the KTWU development team, assisting with stationwide fundraising activities such as:
  * Pledge drives
  * Lights, Camera, Auction
  * Program premiere events
Other duties as assigned by the Asst. Director of Development/Underwriting or Director of Development/Educational Services, including, but not limited to:
  * Attendance at bi-monthly development staff meetings.
  * Attendance at monthly station staff meetings.
QUALIFICATIONS

REQUIRED QUALIFICATIONS: Bachelor's degree or combination of education and non-profit fundraising experience equivalent to a degree. Five years' professional experience in non-profit fundraising which includes direct solicitation of funders. Valid Kansas driver's license.

PREFERRED QUALIFICATIONS: Awareness and contacts in viewing area outside of Topeka.

APPLICATION PROCEDURES

Submit a letter of application, resume, transcript(s), and names and phone numbers of three professional references to Human Resources, 135 Morgan Hall, 1700 College, Topeka, KS 66621. Review of resumes will begin September 11, 2006, and continue until a suitably qualified candidate is selected. Salary is 15% commission plus base salary. Excellent fringe benefits package.

TO ENRICH EDUCATION THROUGH DIVERSITY, WASHBURN UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES FROM UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY.

August 25, 2006