

KSBJ SOUTHERN REGIONAL MANAGER

Serves as a member of the Communications team and reports directly to the Senior Director of Communications. This position is responsible for identifying, creating and managing all KSBJ community outreach initiatives and promotions, establishing and maintaining relationships with potential donors, promotion vendors and sponsors, recruiting and cultivating volunteers, and informing Technology Department on any site-related issues throughout the KSBJ Southern broadcast region.

Marketing responsibility:

- Responsible for developing and executing all contests/promotions including copy for online and on-air promotions
- Responsible for continuous involvement and communication with KSBJ Communication Department for development and implementation of all Communications initiatives
- Update KSBJ promotions calendar and maintain the integrity of KSBJ's presence at all community functions

Community Relations responsibility:

- Actively seek and cultivate strategic partnerships, and facilitate off-site community relations and promotions activities

Donor Relations responsibility:

- Develop and implement donor strategies and cultivate relationship to increase awareness and procure donations and sponsorships

Volunteer responsibility:

- Cultivate and manage volunteer support needed for all initiatives

Ascertainment responsibility:

- Proactively seek to understand the needs of the communities in the Southern region and recommend programming opportunities for relevant issues
- Any other work as assigned

Qualifications:

- Bachelor's degree and /or a minimum of two to four years related experience, radio experience a plus
- Must have a heart for Christian ministry
- Must be able to work independently off-site, home office experience a plus
- Working knowledge of social media communications and promotions
- Strong writing skills, effective verbal and written communication
- Willing to travel and work flexible hours and weekends as needed
- Extremely detail oriented, exceptional planning and multi-tasking skills
- Excellent interpersonal, networking and negotiation skills
- Experience in donor relations and/or community relations a plus
- Proficient in Microsoft Word, Excel and PowerPoint as well as Google online tool applications

To Apply:

Resumes should be mailed to:

Human Resources, 1722 Treble Drive, Humble, Texas 77338 or email
southernregional10@ksbj.org

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