



MILWAUKEE
JEWISH FEDERATION

JOB DESCRIPTION

ACCOUNT EXECUTIVE – WISCONSIN JEWISH CHRONICLE

Department: Wisconsin Jewish Chronicle

Reports to: Director of Communications

FLSA Status: Exempt

Work Status: Full time

Starting Salary: \$25,000 - 100,000 base plus commission

Looking for a lucrative commission structure with flexible hours? Interested in selling advertising for an award-winning 100-year-old publication? If you are an experienced salesperson or possess a strong level of customer service experience, then our Wisconsin Jewish Chronicle may be a fit for you!

Published by the Milwaukee Jewish Federation, and circulated to nearly 9,000 households across Wisconsin, the Chronicle is the only local source for coverage of all news and human interest that impacts the Jewish community in Milwaukee, statewide and around the world. In print, social and web, the Chronicle fosters a sense of community within the Jewish population of Wisconsin, encouraging a diverse, spirited and balanced range of opinions, ideas and perspectives. Learn more at JewishChronicle.org.

Objective

The Account Executive is responsible for generating revenue through print and digital ad sales with an emphasis on the acquisition of new advertisers.

Essential Functions

- Maintain and increase business with established clients
- Prospect new clients for print and digital advertising
- Develop and present pitches to sell print and digital advertising solutions
- Work closely with the newspaper's graphic designer to ensure ads are scheduled, created and approved per client agreement
- Work with Business Services department to ensure accuracy of billing and collections and follow up with clients as needed
- Track activity in customer relationship management system

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

Required Experience and Skills

- Successful results in a sales role; print and online media sales experience preferred
- Passionate about helping advertisers grow their business
- Knowledgeable about Jewish life in Wisconsin a plus
- Self-motivated and driven, with an entrepreneurial spirit

- Excellent organizational skills to manage multiple sales opportunities and clients
- Strong prospecting skills using networking, digital search and social media to source and engage new clients
- Skilled in communicating value propositions, ideas, and concepts to current and prospective advertisers
- Exceptional interpersonal skills
- Superior written and oral communications skills
- Integrity and professionalism
- Proficiency in Office 365 (Outlook, Word, Excel, PowerPoint, SharePoint, Teams)
- Familiarity with customer relationship management and project management systems
- Valid driver's license, reliable transportation, acceptable driving record

Supervisory Responsibility

This position has no supervisory responsibility

Compensation and Benefits

This position offers a \$25,000 guaranteed base salary and 20% commission on an established book of repeat clients. Opportunity to earn 33-50% commission on new sales generated within the first 12-24 months, total may be expected to reach or exceed \$100,000.

Paid time off benefits include a minimum of 10 vacation days and 7 personal days annually, in addition to federal and Jewish holidays observed by the Milwaukee Jewish Federation. Other benefits include medical, dental and vision insurance, employee assistance program, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.

Work Environment & Physical Demands

The position is remote but will be required to call in person on businesses in Milwaukee, Ozaukee, Washington, and Waukesha Counties.

There will be frequent computer usage which will require arm and hand dexterity, as well as all vision capabilities. Must be able to speak on a telephone. May occasionally be required to walk, climb stairs, and lift or move up to 25 pounds.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities and activities may change at any time with or without notice.

About the Milwaukee Jewish Federation

Through the development of community-wide financial support, planning and allocations, the mission of the Milwaukee Jewish Federation is to ensure the continuity of the Jewish people, to enhance the quality of Jewish life and to build a strong unified Jewish community in Milwaukee, in Israel and throughout the world. Learn more at MilwaukeeJewish.org.

Equal Employment Opportunity

The Milwaukee Jewish Federation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.