

Archdiocese of Denver
JOB DESCRIPTION

TITLE: Ad Sales Representative
DEPARTMENT: Communications
DATE: October 14, 2011
REPORTS TO: Michael O'Neill, Ad Manager, *Denver Catholic Register*
INCUMBENT: None

ENTITY: The Archdiocese of Denver. The Archdiocese of Denver serves the Catholic community of northern Colorado and over 525,000 registered parishioners. There are 146 parishes and missions within the territory of the archdiocese, 2 seminaries, 2 cemeteries and 1 mortuary, a retreat center and other related operating entities.

JOB DESCRIPTION:

Ad sales representative responsible for selling display ads for the publications of the Archdiocese of Denver.

SPECIFIC DUTIES:

- Prospect for and acquire new business through cold-calling, generating qualified business leads and following up on assigned leads;
- Build and maintain your book of accounts; establish annual, monthly, or weekly scheduled buys for customers;
- Write ad copy and help with design layout when necessary; proof each ad for accuracy;
- Follow sales department procedures for revenue reporting, ad insertion and invoicing; acquire advanced payment on all new ads; respond to customer inquiries related to invoicing and proper ad run in newspaper; assist in collections by making calls to customers who are past due and discontinue sales to customers who have not made payments;
- Meet assigned sales goal on a weekly, monthly and annual basis.

REQUIREMENTS:

Ability to follow direction and complete work on deadline in a timely and organized manner; attention to detail and excellent communications skills; team-oriented attitude; mission driven; basic skills and experience in graphic design; 1-2 years of previous sales experience; exhibit sound judgment in discerning whether ads are appropriate to the mission of the Archdiocese of Denver.

PAYMENT STRUCTURE:

Base salary plus commission

APPLICATION DEADLINE:

Tuesday, November 1, 2011

HOW TO APPLY

Please put **“DCR AD SALES”** in subject line and e-mail a resume, a letter of introduction and any other materials of interest directly to michael.oneill@archden.org.

Website: www.archden.org