



## Job Description

**Job Title:** Account Executive  
**Reports to:** SVP, Ad Sales  
**Location:** New York  
**FLSA Status:** Exempt

### Summary

Responsible for providing and selling the features and benefits of UP/Aspire to advertising agencies and clients in an effort to generate National advertising revenue.

### Essential Duties and Responsibilities

- Achieve target revenue goals as defined by management.
- Prospect advertisers and schedule meetings with key contacts and advertisers and their respective agencies.
- Create and present proposals to secure business, utilizing rate card guidelines and keeping the network's best inventory interests in mind.
- Represent all company ad supported properties including linear TV, Digital and Social.
- Submit plans that satisfy client ad campaign specifications.
- Negotiates deals.
- Develop and implement strategies to maintain and/or expand sales within an assigned territory.
- Provide reports on the budget and sales activity for a given period of time.
- Look for opportunities to develop monetary solutions for clients and ensure clients receive superior customer service.
- Manage agencies & client relationships through day-to-day contact.
- Contribute to quarterly and annual business forecasting by providing account trends and sharing future client needs.
- Maintain working knowledge of research products, Nielsen and MRI.

### Education/Experience

Preferably a bachelor's degree from a four-year college or university; at least 3+ years sales experience; Must have 5- 7 years' experience in national media. Proven track of acquiring new business and building and maintaining client relationships.

### Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite including Word, PowerPoint, Excel, and other relevant internet software.

### Supervisory Responsibilities

This job currently has no supervisory responsibilities.

**Work Environment**

The noise level in the work environment is usually moderate.

**Application Process**

To apply, submit your resume to Human Resources at <https://app.trinethire.com/companies/183-upty/jobs/5228-account-executive>

For information on our company, visit [www.upty.com](http://www.upty.com)