

Job Description Agreement

Position: Underwriting Sales
Location: Remote Location – home office
Hours: Contract Worker – at worker’s discretion
Reports To: General Manager
Duration: Initial 6 month trial – re-evaluation after 6 months
Compensation: Monthly Base pay of \$800; paid as \$400 two times a month / plus commissions per signed paid contract
New Contracts: 20% commission
Renewal Contracts: 15% commission
Commissions will be paid monthly by the 5th of each month based on the prior month’s receipts. (If contract pays monthly, then commission is paid monthly. If contract pays one year up front, commission will be paid up front.)
Equipment Provided: Network will provide a laptop computer with wireless mouse, mouse pad and ventilation stand / and a cellular phone. All equipment provided will remain the property of the Network and will be returned to the Network upon request or termination of work contract agreement.

Description

The Underwriting Sales position is responsible for pursuit of prospective underwriters, negotiating underwriting contracts and regular ongoing follow up of customer relations; in addition, pursuit of current contract renewals with regular ongoing follow up of customer relations.

Expectations Include:

- Regular sales calls on prospective clients (number per week not predetermined) and will provide a weekly report by email of calls made, who spoke with, and results or plans for follow up
- 4 (four) signed contracts per calendar month (approximately one a week) with each contract minimum amount of \$100 per month.
- In negotiating contracts, Network will allow some leeway with standard contracts and prices to cut deals, within reason. Sales person is expected to inform General Manager of such deals.
- Completed contracts should be emailed or faxed to the General Manager for implementation and billing.
- On-air start dates for underwriter spots should be at least a week after contract date, to give Network time to produce the spot. Payment must be received by General Manager before spot will begin to play (acceptable forms of payment: check, VISA, MasterCard, Discover, ACH)

- Conduct himself or herself in a professional and appropriate manner in dealing with underwriters and prospective underwriters
- Take reasonable good care of equipment provided by Network
- No mileage will be reimbursed by the Network
- Acting as Network's representative with local Catholic parishes and organizations, where & when appropriate
- If either party wishes to terminate this contract worker agreement, one party will inform the other party in writing with a two week notice. Upon termination, the sales person will provide the General Manager with all underwriter files, contracts, notes, or any other pertinent information and will return all equipment by the last date of work.
- All underwriter information will be kept confidential and will not be sold or used for any purposes other than for underwriting sales for the Network.

Qualifications:

- Knowledge of Microsoft systems and software
- Ability to learn donor database software, to update notes within program
- Fidelity to the Magisterium and teachings of the Roman Catholic Church

I agree to and accept this Job Description with Network., and agree to this work arrangement as a contract worker. I agree that I will be responsible for all income tax reporting purposes and will receive a form 1099 from the Network at the end of each calendar year.

Name		General Manager	Date
------	--	-----------------	------

Board President	Date
-----------------	------