



The National Flute Association – Advertising Sales Representative

Position Title: Advertising Sales Representative
Classification: Contract
Reports To: Executive Director

The National Flute Association (NFA) was founded in 1972 as a common ground for flutists to exchange ideas and inspiration and has expanded in the decades since to include a quarterly online magazine, an annual convention, and a dynamic assortment of scholarship programs, commissions, and member-driven initiatives. The NFA values and celebrates the contributions of all its stakeholders and is committed to growing as a diverse and equitable organization.

The Advertising Sales Representative is responsible for selling and managing advertising for the NFA, including the NFA's quarterly member magazine, *The Flutist Quarterly*, which is a web-based digital publication (www.flutistquarterly.org); a printed 260-page program book for the annual convention, the NFA Weekly e-newsletter, hosted e-blasts and the [NFA website](#).

Essential Functions, Duties, and Responsibilities:

Advertising

- Prospect, sell, and manage clients for NFA's quarterly member magazine, *The Flutist Quarterly*, fully digital starting January 2022
- Prospect, sell, and manage clients for printed 260-plus–page Annual Convention Program book (see archive copies [here](#)); the [NFA website](#), NFA Weekly e-newsletter and hosted e-blasts
- Track sales materials, generate and maintain sales runsheets, communicate closely with NFA staff, and follow up with clients regarding materials as needed
- Submit orders to bookkeeper, track sales payments, follow up with clients as needed

Requirements

- Bachelor's degree or equivalent from four-year college or technical school
- Three or more years of experience managing advertising sales for a publication
- Successful track record of direct sales efforts in advertising

- History of prospecting and developing strong client relationships
- Customer-centric approach to corporate relations
- Outstanding interpersonal communications skills (written and verbal)
- Demonstrated knowledge of Microsoft Office and database management
- Ability to contribute to a teamwork environment
- Ability to work independently
- Outstanding project management skills
- Web advertising experience strongly preferred
- Experience working with music and the arts publications a plus

Application deadline: February 3, 2023. Position start date: February 21, 2023.

Pay is a part-time salary of \$25 per hour for up to 12 hours per week plus commission on sales. This is a remote position.

To apply: please send resume and cover letter to Jennifer Clarke, Executive Director: jclarke@nfaonline.org. No calls please.