



Communication and Business Development Associate

SKYVIEW NETWORKS

Skyview Networks is a leading audio solutions company that serves a dynamic list of audio partners, including professional sports franchises, entertainment and news networks, sales, and syndicated programs. Skyview is in a significant and dynamic growth phase and as the Communication and Business Development Associate, you will work alongside an experienced, highly motivated team and be exposed to career growth opportunities within the company. For more information, visit skyviewnetworks.com.

PROFESSIONAL TRAITS

- Strong personal initiative and good judgment; desire to succeed in a demanding environment
- Comfortable working under deadlines and producing high-level deliverables
- Excellent communication and interpersonal skills
- Superior written communication skills
- Pride of work and accountability

RESPONSIBILITIES

The Communication and Business Development Associate will report directly to Skyview Networks' SVP, Communication and Business Development to provide new client research and acquisition support, public relations and marketing strategy and execution, and administrative support to enhance brand awareness and increase revenue.

- Research, draft and design proposals for new client presentations
- Collaborate across departments to help determine the communication strategy and execute programs to deliver communications objectives throughout the organization
- Understand and stay current on industry trends, competitive landscape and internal product development efforts
- Develop marketing initiatives, including internal and external communication and relations to drive corporate strategy and messaging, specifically:
 - Work closely with content development on program branding and messaging
 - Draft press releases and pitches, as well as assist in distributing communication to the trade publications and clients
 - Research and design media plans and oversee their execution and deadlines
 - Create email marketing blasts and manage database of contacts, primarily using Constant Contact and similar programs
- Ensure communications are consistent and build continuity through corporate branding across all mediums, in collaboration with the design department

- Plan and execute elements of special events, sponsorship packages and conferences
- Oversee management of existing corporate websites and refresh of current site using Wordpress
- Manage database of client contracts, enter client billing, monitor contract expirations, and assist in editing and reviewing new contracts and renewals
- Monitor outstanding client collections and work with client contacts to closeout payments

Please submit a cover letter, resume, and salary requirements by email to SkyviewHR@skyviewsat.com.