

## **POSITION DESCRIPTION**

### **REVENUE OPERATIONS COORDINATOR**

News Distribution Network, Inc. (NDN) [www.newsinc.com](http://www.newsinc.com) is headquartered in Atlanta, Georgia. The NDN solution offers video, multimedia, advertising and structured data in one platform. Our model provides online media companies with a profitable way to manage and publish syndicated video from premium broadcast sources. Our platform enables the broad distribution of news, business, finance, entertainment, and sports content for the online newspaper, magazine, radio and portal markets. Partners include Reuters, CBS, ABC, NBC, Bloomberg, Comcast (E Entertainment), TV Guide, TMZ, Hearst, Tribune, Cox, Gatehouse Media, Raycom, Meredith, Boston Globe, Washington Post, Philadelphia Enquirer, Westwood One, Cumulus Media, Travel Channel, Advance Internet, Chicago Sun-Times Group, and others.

### **THE POSITION**

The Revenue Operations Coordinator position will be based in Atlanta at NDN's headquarters, and will report to the Director of Advertising Solutions.

### **RESPONSIBILITIES**

The Revenue Operations Coordinator's primary responsibility is the alignment and maintenance of the NDN audience with sales and business development goals while identifying audience trends across the network and finding ways to monetize those trends. Importantly, the Revenue Operations Coordinator will provide proactive customer service with a technical emphasis. This role actively collaborates with sales, technical support, operations and product strategy teams to provide customer service and support in both a pre-sales and post-sales capacity. Responsibilities include:

- Deliver actionable and meaningful data insights by utilizing existing NDN platforms.
- Become an expert on the behaviors of the NDN audience across different verticals.
- Work with the product strategy teams to identify required changes to NDN's data models.
- Identify industry solutions for audience targeting sources to increase NDN's strategic presence.
- Provide best-in-class customer service and support.
- Own the technical customer on-boarding process, which includes account setup and management within NDN's ad platform as well as collecting and organizing partner requirements and capabilities for dissemination across various internal business units.

- Communicate with customers through all venues including in person, and via email, web and telephonically.
- Be a technical expert on NDN's ad platform.
- Consult technically with current and prospective customers.
- Communicate with members of the product support and product strategy teams to provide prompt resolution to customer issues and product enhancement requests.
- Instruct clients on how to use the NDN ad platform through all venues including in person and via the web, email and telephonically.
- Lead the implementation and maintenance of the NDN ad platform.
- Travel to customer sites as necessary during the sales and implementation processes.

### **EXPERIENCE**

- Minimum of 4 years experience in digital media and/or advertising preferably with an online advertising agency or online publisher.
- Experience working with large sets of data to identify and uncover trends.
- Either worked with and or been part of a team responsible for communicating data insights and executing on data events.
- Demonstrable proficiency with video ad-serving technology.

### **KNOWLEDGE**

- In-depth understanding of web based technology including video content and advertising, content management systems and Flash.
- Knowledge of reporting systems and or queries and experienced with Excel.

### **PERSONAL TRAITS**

- A highly motivated, self-starter. Operates with a sense of urgency and values accountability.
- Aptitude for data and discovering new data trends while enjoying the challenge.
- Communicates data insights in a manner, which excites and motivates the team to better understand the opportunities associated with the data.

- Very strong communication, teamwork, relationship building, inter-personal and reporting skills. Importantly, will have the ability to converse technically and clearly both internally and externally with customers.
- Ability to handle a heavy workload, prioritizes projects, multi-task, and accurately estimates efforts and delivers to deadlines while enjoying the challenge.
- Attention to detail with excellent organizational skills.
- Skilled at working autonomously within a larger team.
- A quick learner who will thrive in our fluid, fast-paced, dynamic, scaling environment.
- Accomplished at analyzing and solving technical issues and problems.
- Conducts him/herself with a high degree of integrity.

#### **EDUCATION**

Bachelor degree at a minimum

#### **COMPENSATION**

Compensation package includes base salary, stock options and benefits.

#### **CONTACT**

[recruiting@newsinc.com](mailto:recruiting@newsinc.com)

NOTE: This job description is not intended, and should not be construed, to be a complete list of all responsibilities, skills, and efforts associated with the position. It is intended to be an accurate reflection of the principal elements of the position.