

**Title:** Lead, APAC Membership Engagement and Sponsorship Programs  
**Reports to:** VP, International  
**Job Type:** Full Time  
**Location:** Remote, with some travel expected for MAG events  
**Application:** Singapore citizens and permanent residents only. For consideration, submit applications [here](#).

## Job Summary

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The Lead for Membership Engagement and Sponsorship Programs is responsible to grow MAG's engagement in the Asia Pacific (APAC) region for membership, sponsorship and related engagement programs including development of strategic plans for growth, revenue generating efforts, innovative strategies for member activation, and execution of program benefits and deliverables to support the MAG mission.

This role is highly visible and critical in supporting MAG's mission to drive positive change in the payments industry by enabling members and sponsors to engage in educational and networking opportunities presented in the Asia Pacific (APAC) region.

## Responsibilities

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### Membership and Sponsorship

- Support MAG APAC Board and International VP with all efforts to engage prospect members and sponsors.
- Manage relationships and ongoing support and communication with active and prospective members and sponsors to facilitate continued growth of MAG APAC region.
- Collaborate and align with US Events & Growth teams on global member & sponsor engagement.
- Oversee annual dues collections, renewal letters, billing, and invoice processes.
- Ensure all membership policy requirements are implemented and existing membership status is communicated in a timely manner.

### Engagement Program

- Develop new programs and benefits to diversify and expand membership including a leadership ladder of activists for member committees.
- Analyse membership engagement data to identify and monitor engagement activation rates.

### Speaker Management

- Facilitate event speaker process including speaker confirmations, scheduling, content planning coordination, speaker registration and asset collection (agreements, bios and photos).
- Lead collection and review of internal and external speaker presentations along with overall support to speakers and their staff.

### Communications

- Engage US marketing and communications on initiatives including authoring and reviewing MAG international content for accuracy.
- Coordinate graphics and design needs between internal (US design team) and external parties (ie. MAG APAC sponsors, etc.) based on MAG established design guidelines.

#### Operational

- Assist with strategic projects as needed and other duties as assigned.
- Oversight over invoices to be submitted to MAG's association management company for local vendor and/or consultant payments.
- Attend and/or represent MAG at internal and external events as required.
- Participate actively in the annual planning process, including developing and executing individual work plans, evaluating and providing feedback on plans as years progress.
- Think creatively about ways to improve further the specific job and the organization.

#### Qualifications

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- Experience in payments industry required; non-profit experience desirable
- Exceptional English language skills both verbal and written is essential
- Strong network in APAC region required with superior relationship management essential
- Self-starter, attention to detail, and pro-active follow through is required
- Ability to work independently and commitment to working with cross-functional teams
- Highly organised, able to manage multiple ongoing projects, and deliver on tight deadlines
- Excellent skills with Microsoft Office Suite and data analytics tools
- Occasional travel is required

#### About the MAG

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The Merchant Advisory Group (MAG) plays a vital role in helping merchants and the industry shape innovative approaches to payments. Providing unparalleled collaboration and networking opportunities for merchants and sponsors, the MAG collaborates with industry stakeholders and advocates for merchants' interests. The MAG represents over 150 U.S. merchants which account for over \$4.8 Trillion in annual sales at over 580,000 locations across the U.S. and online. Roughly \$3.5 Trillion of those sales and over 100 billion card payments are electronic which represents approximately 62%\* of total U.S. card volume. MAG members employ over 14 million associates.

*\*Source of Total U.S. card volumes: Federal Reserve Payments Study 2019*

The Merchant Advisory Group is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, sexual orientation, gender identity, national origin or ancestry, age, disability or veteran status or other protected status.