

Title: Manager, International Programs
Reports to: VP, International
Job Type: Full Time Contract Position
Location: Remote – UK or EU, with some travel expected for MAG events
Application: Apply for this open role [here](#)

Job Summary

The Manager, International Programs will play a pivotal role in supporting and managing the execution of various projects and administrative support tasks within the Merchant Advisory Group (MAG). Responsibilities include coordinating project timelines, resources, and communication among stakeholders to ensure successful project delivery. This role requires strong organisational skills, attention to detail, and the ability to collaborate effectively with cross-functional teams. The ideal candidate will have a background in project management, excellent communication skills, and the capability to adapt to a dynamic work environment, contributing to MAG's mission of advancing collaborative initiatives within the payment ecosystem.

Responsibilities

1. PROGRAMMING

- Coordinate arrangements with speakers and panelists for MAG events including conferences and educational sessions.
- Work with events team to assist with coordinating meeting logistics.
- Assist in fostering a collaborative and productive team environment, facilitating meetings, and encouraging cross-functional cooperation.
- Oversee/participate in on-site management at events.
- Assist VP, International with working groups within the MAG, including coordinate meeting logistics and attending meetings as required.

2. MEMBER & SPONSOR RELATIONS

- Assist in reach out to targeted low engagement members and/or sponsors.
- Arrange face to face meetings with members and sponsors or other partners which would be adjacent to VP International's travel schedule.
- Confer with staff on creating member/sponsor specific outreach for VP's/CEO.
- Manage non-disclosure agreements for members and guest/prospect merchants at events.
- Supporting management of membership and sponsorship recruitment efforts.
- Manage membership/sponsorship renewals, onboarding, and database management.
- Represent the MAG when collaborating with members and sponsors on projects and conferences.

3. ADMINISTRATION

- Schedule meetings and prepare agendas and supplements for advisory meetings and task forces.
- Attend advisory and task force meetings and record minutes.
- Attend MAG staff meetings.
- Responsible for managing action items and projects as assigned.
- Assist VP International with occasional administrative needs including calendar, travel, presentations, and other related administrative tasks assigned.

Driving **positive change and innovation** in the payments industry that serves the merchants interest through **collaboration, education, and advocacy.**

- Coordinate and oversee the execution of multiple projects within MAG, ensuring adherence to timelines, budgets, and quality standards.
- Maintain comprehensive project documentation, including meeting minutes, project status reports, and other relevant records to track progress and facilitate reporting.
- Facilitate effective communication between project teams, stakeholders, and relevant departments to ensure clarity and alignment on project goals, progress, and requirements.

4. EVENTS

- Assist Event team with potential venue site visits, providing feedback and guidance on suitability.
- Facilitate Legal Counsel schedule/needs.
- Provide Staff coverage during live events as needed.
- Manage guest invitations for conferences.
- Manage pop up meeting room schedule for staff and board members.
- Support of conference related efforts (i.e. members not registered, etc.).

Qualifications

- 1 to 3 years of experience in project delivery
- Superior written and oral communication skills
- Excellent organizational skills
- Superior skills in relationship management
- Excellent skills with Microsoft Office Suite
- Occasional travel is required
- Knowledge of the payment industry or event-based industry would be beneficial
- Experience with stakeholder management and engagement also desirable
- Ability to work effectively in a fast-paced, dynamic environment and adapt to changing priorities

About the MAG

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.