



TITLE: Manager, Communications

REPORTS TO: VP, Public Affairs

FUNCTION: The Manager, Communications is responsible for providing informative and relevant materials for merchants' payments professionals through various delivery channels, as well as other duties assigned. This professional will manage the MAG's editorial calendar and deliver messaging through various content channels.

DUTIES AND RESPONSIBILITIES:

1. PROGRAMMING

- Develop documented content marketing strategy across all relevant delivery channels
- Participate in on-site management at events (both in-person and remote and virtual experiences)
- Collaborate with working groups within the MAG, including coordinating meeting logistics and attending meetings as needed
- Strategic, operational and budget planning and implementation

2. ADMINISTRATION

- Schedule meetings and prepare agendas and supplements for relevant content-related committees, task forces, and communities of practice
- Attend committee, task force, and community of practice meetings and record minutes
- Attend MAG staff meetings
- Manage action items and projects as assigned
- Provide support for Board of Directors as needed

3. OPERATIONS

- Develop goals and tactics related to content for MAG long-term strategic plan and annual plan
- Write and edit letters, statements, position papers and marketing materials
- Implement strategic plan and annual plan of content deliverables
- Create and manage editorial calendar for MAG communications, programs, and events

POSITION REQUIREMENTS:

- One to three years of experience in communications, marketing and/or content development
- Bachelor's Degree preferred
- Trade association experience, social media, website development and/or maintenance, design or events planning management a plus
- Strong written and oral communication, content development and presentation skills
- Excellent skills with Microsoft Office Suite, including Word, Excel, PowerPoint and Access
- Significant relationship-building and collaboration skills (internal & external)



- Self-starter
- Detail-oriented
- Strong follow through
- Ability to manage and deliver on tight deadlines
- Occasional travel required for MAG conferences/meetings and other industry events

JOB TYPE – Full-Time

LOCATION – Remote

APPLICATION

All interested candidates should send resume and salary requirements to MAG VP, Public Affairs [Beth Provenzano](#)

About the MAG

The Merchant Advisory Group (MAG) was founded in 2008 by a small visionary group of merchants in the payments field dedicated to driving positive change in payments through multi-stakeholder collaboration. The MAG represents 165 of the largest 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.

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.

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