

Title: Manager, Sponsorship Programs
Reports to: Director, Memberships and Sponsorships
Job Type: Full Time
Location: Remote, with some travel expected for MAG events
Application: For consideration, please submit applications [here](#)

Job Summary

The Manager for Sponsorship Program is responsible for coordinating and implementing strategies which engage and grow sponsorship which drives revenue generation but also provides relevant connections among payments industry stakeholders including MAG members that ultimately help to drive MAG strategic goals.

The Manager will possess exceptional skills in the following areas: professionalism, presence, clear, concise, comprehensive, and articulate communication, exceptional customer service, relationship management, time management, attention to detail, pro-active follow through, prioritization and management of multiple projects simultaneously. Prior experience with a membership association and sponsor support is a plus.

This role is highly visible and critical in supporting MAG's mission to drive positive change in the payments industry by enabling member and sponsor engagement.

Responsibilities

Sponsor Management

- Assist Director in the development of strategies to increase sponsorship for MAG and MAG Tech/Innovation efforts.
- Manage sponsor recruitment and retention efforts including administrative tracking, analytics, and reporting.
- Manage onboarding process for new sponsors including internal staff communication and administrative tracking of progress within sponsor database or other tools (ie. Monday.com).
- Manage the offboarding process for sponsors that choose not to renew their sponsorship.
- Support positive sponsor relations by collaborating with sponsors on projects and at conference events to ensure their experience meets mutual expectations.
- Assist in managing sponsor benefit changes and overall sponsor benefit communications.
- Assist in Engagement Committee activities related to sponsorship growth

Communications

- Coordinate the marketing and communication to prospective and existing sponsors.
- Effectively communicate with sponsors, and prospective sponsors on a timely basis.
- Communicate with staff current developments on sponsorship to ensure MAG Staff remain up to date as they interact with the Board, members, and sponsors.
- Coordinate updates to sponsorship web content.

Other

- As needed: attend Engagement Committee and monthly board meetings held via conference call as well as three in-person board meetings to support staff with notes, planning, and logistics.
- Support execution and delivery of all strategic efforts.
- Attend MAG conference and Tech Forum events to support their execution representing MAG Staff.

Qualifications

- Experience in payments strongly preferred
- Bachelor's degree required
- Superior verbal and written communication skills
- Excellent account management skills
- Attention to detail and pro-active follow through is required
- Handles ambiguity well and able to work independently
- Strong collaborator with cross-functional teams
- Excellent skills with Microsoft Office Suite, including Word, Excel, PowerPoint
- Ability to work at a fast pace with high levels of accuracy
- Ability to manage multiple priorities on a timely basis
- Self-starter and strong prioritization skills
- Top-notch customer service
- Basic competency with collaboration tools such as Zoom, Monday.com, Dropbox, and Microsoft Teams
- Occasional travel is required for MAG conferences and other meetings

MAG Employee Benefits

Interested candidates can view the current MAG Employee Benefits [here on our website.](#)



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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.

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

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