



4248 Park Glen Road
Minneapolis, MN 55416
(952) 928-4648

Title: Strategic Project Manager
Reports to: VP, Collaboration & Education
Job Type: Full Time
Location: Remote, with some travel expected for MAG events
Application: For consideration, please submit applications [here](#)

Job Summary

The Merchant Advisory Group seeks a Strategic Project Manager (SPM) who will be responsible to provide overall project management support to MAG staff as needed through project plan development and monitoring of projects within and across the MAG strategic pillars. The SPM monitors activities and deliverables to track progress against the project schedule, resolves or escalates risks/issues with MAG Staff, and successfully delivers quality project requirements on time. The SPM will have exceptional skills in the following: communication, presentation, time management, problem solving, relationship-building, cross-team collaboration, and management of multiple projects simultaneously. Manager will leverage their knowledge of project management to provide the appropriate support to MAG Staff with the various duties and responsibilities described below. This is a permanently remote position with some travel required throughout the year.

The Project Manager will possess exceptional skills in the following areas: professionalism, strong presence, clear, concise, comprehensive, and articulate communication, time management, attention to detail, pro-active follow through, prioritization management of multiple projects simultaneously, and collaboration.

This role is highly visible and critical in supporting MAG's mission to drive positive change in the payments industry by enabling the MAG Staff to develop and deliver on its annual strategic projects timely and effectively.

Responsibilities

Project Management

- Steer the project management office (PMO) for the MAG, including but not limited to the improvement of project templates that outline clear and defined project goals, timelines, key stakeholders, and interdepartmental dependencies
- Lead strategic pillar projects as prioritized by MAG leadership, responsible for task management, reporting to stakeholders, leading regular project meetings, and the overall project schedule, including the organization of the annual strategic planning sessions
- Prepare and complete vendor and supplier selection and evaluation process for projects (i.e., RFI, RFP, RFQ, etc.)
- Track all active strategic and non-strategic project milestones/deliverables and communicate with stakeholders on follow up required to ensure deadlines are met efficiently and effectively.

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

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MAG Pillar Support

- Prepare online surveys and collect and report on response data in support of data-driven decision making and membership analytics
- Prepare necessary presentation materials for Committee and Board meetings specific to projects in progress and Collaboration efforts
- Planning and follow up for committee meetings with internal MAG Staff and external parties such as MAG members and MAG sponsors -- payment networks, acquirers, or other parties -- based on current project priorities and as needed

Other Tasks

- Attend MAG staff, Board, and other MAG leadership meetings as needed
- Participate in on-site management at MAG events as needed

Qualifications

- **3 years of experience** in similar project management role or coordinating projects and tracking deliverables
- Bachelor's Degree preferred
- Exceptional verbal and written communication skills
- Ability to work effectively both independently and as part of a team
- Excellent analytical skills
- Intermediate to advanced competency in SurveyMonkey, Slido, as well as Microsoft Office applications, including Word, Excel, PowerPoint and Outlook
- Intermediate to advanced competency with collaboration tools such as Monday.com, Dropbox, Zoom, and Microsoft Teams
- Ability to adhere to tight deadlines and work under pressure in a fast-paced environment
- Attention to details and pro-active follow through is required
- Self-starter and strong prioritization skills
- Handles ambiguity well
- Strong collaborator
- Experience with the payments industry a plus
- 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.

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