



Job Title:	Strategic Project Manager		
Reports To:	VP, Collaboration & Education	Position Type:	Full-Time
Location:	Remote	Travel Required:	5-10% Travel Required

APPLICATION

All interested candidates should send resume and salary requirements to [Eric O'Brien](#) and [Laura Townsend](#)

Job Description

JOB SUMMARY

The Merchant Advisory Group seeks a Strategic Project Manager 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. Priority focus for Manager will be organizing and administering MAG Collaboration and Education Committee meetings and any related Communities of Practice projects and deliverables. Manager monitors activities and deliverables to track progress against the project schedule, resolve or escalate risks/issues with MAG Staff, and successfully delivers quality project requirements on-time. Manager 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.

ROLE AND RESPONSIBILITIES

- Manage monthly agenda preparation and distribution, meeting minutes, action items and management of related projects for the Collaboration Committee and any active Communities of Practice
- Manage monthly agenda preparation and distribution, meeting minutes, action items and management of related projects for the Education Committee and any active Communities of Practice
- Planning and follow up for Collaboration and Education 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
- Coordinate the execution of member Special Interest Group meetings, conference calls, action items, communications, and management of related projects
- Track delivery of all educational sponsorship benefits through all defined channels
- Support Conference, Advocacy/Communications, and Innovation strategic pillars as projects are prioritized by MAG leadership
- Track all active project milestones/deliverables and communicate with stakeholders on follow up required to ensure deadlines are met efficiently and effectively
- 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
- Attend MAG staff, Board, and other MAG leadership meetings
- Participate in on-site management at MAG events as needed



POSITION REQUIREMENTS

- 3+ years' 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
- Intermediate to advanced competency in the Survey Monkey software, as well as Microsoft Office applications, including Word, Excel, PowerPoint and Outlook
- Intermediate competency with collaboration tools such as Monday.com, Dropbox, 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
- Familiarity with Learning Management Systems and e-Learning a plus
- Experience with the payments industry a plus
- Occasional travel is required for MAG conferences and other meetings

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.

**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.