

# Together We Thrive!



Join the Management HQ (MHQ) team and help transform membership associations and communities. Our innovative, entrepreneurial, fast-paced work environment offers unlimited opportunities for learning, growth, and collaboration.

MHQ is an AMCI-accredited, full-service association management company. Our diverse team does our work through a lens of equity. We support volunteer boards of directors so board members can focus on mission.

MHQ manages the full business of client organizations, including providing clients an executive director and a full management and operations team. MHQ serves associations and their members in these sectors: Government, Information Sciences / Education, Human Services, and Identity-based Associations.

For more about MHQ, visit <https://www.management-hq.com/>.

## Our Values

MHQ exists to serve associations that are determined to thrive. Team members uphold our core values:

- Community:** Everything we do helps people come together in communities of purpose and belonging.
- Openness:** We communicate clearly, work in partnership, and value our differences to build trust.
- Service:** We use our expertise in the service of others – on our team, for our clients, and in our world.
- Integrity:** We do our best, we're true to our word and we act on our values – even when it's hard to do.

## DEI Statement

We at Management HQ deliberately embrace opportunities to expand our hearts and minds, demanding equity, and driving inclusion, engagement and diversity in our work, our team, and our communities.

We aim to serve as a model and resource for the association industry and business community through our own work around diversity, equity, and inclusion.

In principle and in practice, MHQ values and seeks diversity, inclusion and equity within our company, our association management industry, and our communities.

MHQ is committed to maximizing opportunities and engagement across identity groups, eliminating discrimination in all its forms at all organizational levels and throughout all programs.

MHQ will provide leadership and commit time and resources to accomplish these objectives.



<b>Position</b>	<b>Events and Sponsorship Coordinator</b>
<b>Position Type</b>	Full-time
<b>Location</b>	Flexible, with on-site events work, and periodic in-office meetings at MHQ's Minneapolis headquarters
<b>Reporting</b>	This position reports to the Events Manager
<b>Supervision / Oversight</b>	This position currently has no direct reports

### About the Position

The Events and Sponsorship Coordinator is a key position on the MHQ team, implementing client and executive director vision. Guided by MHQ's values, this individual coordinates with both the CEO and client teams to deliver stellar marketing communications services.

The Events and Sponsorship Coordinator is responsible for supporting the events manager in events coordination for approximately six national and international client associations and coordinating and implementing client annual and event specific sponsorship programs.

Driven by our values, MHQ team members are supported with transparent, consistent processes and clear accountabilities. Each team member sets and delivers annual, quarterly, and weekly goals.

### Position Requirements

- 2-3 years' experience in event planning and sponsorship experience working effectively in a fast-paced environment.
- Events coordination experience, including experience in executing multiple events at once.
- Proven track record of creative successful events
- Experience in an association management company or multi-client agency environment highly desired.
- Ability to quickly develop expert-level skills in the event and database functions of Association Management Systems.
- Strong understanding of the role of events and sponsorship in driving organizational growth efforts.
- Highly adaptable and embraces regular improvements and modifications to systems and processes.
- Desire to work across and support multiple departments and clients.
- Excellent organizational, communication, negotiating, and multitasking skills
- Ability to remain calm under pressure and maintain a customer-service mindset
- Organized and responsive, with a strong attention to detail, strong discipline, and an outstanding work ethic.
- Committed to continuous improvement and health of MHQ and our clients.
- Demonstrate advanced proficiency by quickly adapting to new technology, acquiring new technical skills, and recommending continual improvements. Experience in working with the Microsoft Suite desired, i.e. Excel, PPT, Word.

## Responsibilities

### Event Coordination and Support (50%)

- Support Events Manager and Executive Directors in the coordination and operations of client and MHQ events including:
  - Manage 3-4 monthly webinars for clients.
  - Support approximately 6 client annual in-person conferences
  - Assist with other client and MHQ events as requested
  - On-Site Event Support: Assist in on-site event management duties as requested
  - Research vendors and make recommendations to clients
  - Develop content for event materials and work with graphic designer to produce
  - Set up events, maintain event website pages and respond to registration inquiries via Association Management Systems. Experience with YourMembership and MemberClicks desired.
  - Handle day-to-day administration of events and programs, including order placements, BEO reviews, vendor monitoring, hotel reservation coordination, restaurant reservations, registration counts, RSVP tracking and issues resolution
  - Work with exhibitors leading up to events and onsite at client events, serving as main point of contact for exhibitors, ensuring onsite implementation of exhibitor benefits, and addressing exhibitor needs

### Conference / Events Sponsorship Support

- Work with Events Manager and sponsors to prepare for conference sponsorship preparation. Review event logistics, sponsors, and expectations; follow up with sponsors to understand their on-site needs
- Work with Events Manager to support sponsors leading up to events and onsite at client events, serving as main point of contact for sponsors, ensuring onsite implementation of sponsorship benefits, and addressing sponsor needs

### Sponsorship Coordination and Support (50%)

#### Sponsorship Development and Planning

- Gain thorough understanding of MHQ clients and their annual sponsorship offerings
- Maintain and implement sponsorship development outreach plan and schedule
- Maintain strong relationships with clients, implementing regular communication cadence
- Secure new client sponsors by proactively promoting sponsorship opportunities for MHQ clients and communications and outreach with sponsor prospects
- Develop and maintain active sponsor prospect database
- Work with client board and / or committee members, as executive directors request, to research sponsorship opportunities, request and gather sponsor leads

### **Sponsor Benefits Implementation and Retention**

- Work with Executive Directors to create a Sponsorship Development and Retention Plan for Sponsorship Development Program clients, including a Marketing Communications Plan
- Track, manage and implement sponsorship benefits plan and offerings
- Maintain existing sponsor database, ensuring regular communication with current clients and delivery of all sponsors benefits
- Support sponsorship invoicing

### **Compensation and Benefits**

Annual salary for this position is \$50,000 – 55,000 depending on qualifications. Benefits package includes Medical Coverage, Health Savings Account (HSA), Dental Coverage, Vision Coverage, Basic and Supplemental Life and AD&D Coverage, Short Term Disability Coverage, Long Term Disability Coverage, Flexible Spending Accounts, Pre-Tax Transportation Program, Transportation Reimbursement, Mobile Phone Reimbursement, Professional Development Fund, and up to 3% match on Retirement Savings Plan.

MHQ also provides employees with Half Day Fridays, Comp Time to support work/life balance, Flexible Schedule options, and Team Events.

### **To Apply**

Please submit cover letter and resume, including your salary requirements, electronically to [humanresources@Management-hq.com](mailto:humanresources@Management-hq.com)

Title your e-mail “**Events and Sponsorship Coordinator- MHQ.**”