

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.
Growth:	We embrace learning, adapting, and continuous improvement to help our team, clients, and communities thrive.

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.

Position	Events and Sponsorship Coordinator
Position Type	Full-time
Location	Twin cities metro and surrounding areas, with periodic on-site events work at different client conference venues across the US and Canada, and at MHQ's Minneapolis headquarters. Approximately one day per week in the Minneapolis office.
Reporting	This position reports to the Events Manager
Supervision / Oversight	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 the internal MHQ team and client volunteer leaders delivering stellar client in-person and virtual conferences, events and sponsorship services.

The Events and Sponsorship Coordinator is responsible for supporting the Events Manager in events coordination for approximately six national and international client associations; coordinating and implementing client annual & event specific sponsorship programs; and managing & executing client webinars.

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.

Required Qualifications

- Bachelor's degree or equivalent professional experience.
- 3-5 years' experience in events/conference coordination and sponsorship experience
- Demonstrated experience in coordinating multiple events simultaneously while effectively prioritizing tasks and meeting deadlines.
- Proven ability to thrive in a fast-paced work environment executing successful events and sponsorship programs.
- Ability to quickly develop expert-level skills in the event and database functions of Association Management Systems.
- Experience in supporting multiple departments and clients.
- Strong organizational, interpersonal, communication, 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 Office Suite applications, i.e. Excel, PPT, Word.

Preferred Qualifications

- Experience in an association management company or multi-client agency environment highly desired.
- Experience with Your Membership and MemberClicks databases desired.
- Highly adaptable and embraces regular improvements and modifications to systems and processes.
- Strong understanding of the role of events and sponsorship in driving organizational growth efforts.
- Previous work with associations or nonprofit organizations

Responsibilities

Event Coordination and Support (50%)

- Support Events Manager and Executive Directors in the coordination and operations of client events including:
 - Support approximately 6 client annual in-person conferences and 2 client virtual events.
 - On-Site Event Support: Assist in on-site event management duties as requested .
 - Research vendors and make recommendations to clients.
 - Develop content for event graphic materials and work with graphic designer to produce.
 - Set-up and manage event registration, maintain event registration website pages, and respond to registration inquiries via Association Management Systems. Responsible for registration reporting.
 - Handle day-to-day administration of events and programs, including but not limited to soliciting vendor bids and orders, BEO creation, coordinating audiovisual (AV) requirements, hotel reservation coordination, restaurant reservations, RSVP tracking and issues resolution.
 - Coordinate the set-up, configuration, and management of event mobile apps, ensuring timely content updates, attendee engagement features, and a seamless user experience.
 - Coordinate and execute event speaker planning prep calls.
 - Work with exhibitors and sponsors leading up to events and onsite at client events, serving as the main point of contact for exhibitors and sponsors, ensuring onsite implementation of exhibitor benefits, and addressing needs.
 - Assist with MHQ events as requested.

Annual and Event Sponsorship Coordination and Support (30%)

Sponsorship Development, Planning, Implementation and Retention

- Gain a thorough understanding of clients and their annual sponsorship offerings.
- Work with Executive Directors to create a Sponsorship Development and Retention Plan for clients.
- Work with Events Manager to create sponsorship communications to both existing and prospect sponsors and develop a marketing communications plan.
- Maintain strong relationships with client sponsors, implementing regular communication cadence.
- Secure new client sponsors by proactively promoting sponsorship opportunities for clients and managing communications and outreach with sponsor prospects.
- Develop and maintain active sponsor prospect database.
- Work with client board leaders and / or committee members to research sponsorship opportunities, and request and gather sponsor leads.
- 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.
- Work with the Events Manager to assist sponsors and exhibitors leading up to and onsite at events, serving as main point of contact, reviewing logistics, addressing questions and ensuring a positive onsite experience.
- Support sponsorship/exhibitor invoicing.

Webinar Coordination and Support (20%)

- Coordinate the planning, set-up, and execution of client webinars (3-4 a month), including scheduling, speaker communications, registration management, processing recordings, and attendee support.
- Provide technical and administrative support before, during, and after webinars to ensure seamless participant experience and successful event delivery.
- Track webinar performance metrics, prepare post-event reports, and maintain webinar-related records, materials, and follow-up communications.

Compensation and Benefits

Annual salary for this position is \$60,000-\$65,000 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, Paid parking, Mobile Phone Reimbursement, Professional Development Fund, and up to 3% match on Retirement Savings Plan.

MHQ also provides employees with the opportunity for optional Half-Day Fridays as a flexible workplace perk, though they are not guaranteed and depend on workload and business needs. MHQ also provides Comp Time to support work/life balance, Flexible Schedule options, and Team building events.

To Apply

Please submit cover letter and resume, including your salary requirements, electronically to humanresources@Management-hq.com

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