



Position: Member Engagement Coordinator
Organization: Minnesota Technology Association
Employment Type: Full Time, Permanent, Exempt
Location: Twin Cities
Reports to: Vice President, Programming & Member Experience

The Minnesota Technology Association (MnTech) is a coalition of more than 250 member companies united in building a stronger tech ecosystem in Minnesota. We believe Minnesota's technology-driven companies achieve the greatest success when they have access to exceptional talent, dedicated public policy advocates, and are part of an innovative, inclusive technology community. Each year, thousands of technology professionals make meaningful connections and advance their careers through MnTech's respected programs, educational opportunities, and networking events. Our member companies work the spectrum of technology, including information technology, advanced manufacturing, life sciences, fintech, agtech, cleantech, and edutech. Member companies range from long-established corporations to small and growing startups. Learn more at www.mntech.org.

Position Description:

The Member Engagement Coordinator will help cultivate and facilitate a vibrant and active member community by building and stewarding relationships in the Minnesota tech ecosystem and partnering with the Vice President of Programming and Member Experience to execute all MnTech programming.

Primary Responsibilities:

- Drive a culture of engagement at member companies in order to generate higher overall member participation with MnTech programming:
 - Develop and manage champion teams at all MnTech member companies: foster relationships with primary contacts and internal ambassadors to drive their respective company's engagement.
 - Co-lead presentations and town halls with member companies to energize technology teams and get them excited about participating in MnTech programming.
 - Build and sustain MnTech member toolkit to ensure member champion teams have the resources they need to internally drive a culture of engagement with MnTech: Toolkit includes email templates, one-pagers, engaging photo and video content, and more.
- Revamp and manage MnTech member database to ensure companies, contacts, and partners have up-to-date information.
 - Generate and manage reports and dashboards that will help guide programming decisions, manage the annual membership lifecycle, etc.
- Partner with the Vice President of Programming and Member Experience to produce community gatherings and peer forums: develop annual programming calendar, leverage member companies and

technology insights to produce timely and relevant learning sessions, speaker liaising, post-event surveys, targeted email communication, etc.

- Drive awareness of MnTech programming and events with technology vendor partners.
- Provide general support for MnTech's signature events: Tech Connect, Tekne Awards, Tech Talent, and other events as needed.
- Other duties as assigned to ensure member companies are networking, sharing best practices, collaborating, and having fun in our Minnesota technology ecosystem.

Qualifications:

We seek candidates who believe deeply in our organization's goals to help drive Minnesota's tech ecosystem forward, who thrive in a dynamic work environment with a startup feel, and who demonstrate a previous record of achievement. Ideal candidates will possess:

- Ability to build authentic relationships across stakeholders
- Passion for technology and innovation
- Strong project management skills
- Ability to work with computers, databases, and social media/technology platforms
- Experience driving programming with various stakeholders
- Ability to work independently while simultaneously maintaining a team focus
- Strong sense of accountability for both member success and personal development
- Effective verbal and written communication skills.
- Preferred skills: Familiarity with Salesforce, Mailchimp, Slack, and etc.
- Preferred Requirements: Bachelor's Degree in relevant field.

Compensation:

- Salary will be competitive and commensurate with experience and qualifications. Expected salary range is \$40,000 to \$50,000.
- Comprehensive benefits package including health coverage, dental, retirement plan, LTD, vision, life, parking, and vacation.

How to Apply: Please send a copy of your resume and a cover letter to jobs@mntech.org.