



PO Box 2631 Hayden, ID 83835
info@jebcommerce.com
800.208.6215

Affiliate Manager Job Posting – updated November 2025

Overall Responsibility: To understand the goals, needs, obstacles, and opportunities for multiple affiliate programs, develop and execute strategies to achieve established goals as effectively and efficiently as possible.

Job Duties/Responsibilities

Performance Attributes

- JEBCommerce Vision and Values Ambassador – Support JEBCommerce Vision and Values through relationships with clients and in your affiliate program management.
- Industry Mastery – Demonstrate a comprehensive understanding of our space and other online marketing channels. Demonstrate ability to broaden your online marketing knowledge and ability to grow as an online marketer.
- Managing Change – Manage clients' programs in the midst of constant change, while maintaining professionalism and a positive outlook.
- Develop new and innovative affiliate marketing strategies that align with our client's goals.
- Demonstrate and act on a genuine curiosity for each client's goals, obstacles, nuances, limitations, competitors, initiatives, and general and specific customer and business information. Always be learning about the client and how our services fit with their goals.
- Demonstrate ability to build strong partner relationships. Be relentless in the pursuit of improvement in client programs, company initiatives, professional development, and in the ways we live up to our stated values and standards.
- Demonstrate ability to execute JEBCommerce processes and systems.
- Always Be Learning – Whether that is leadership, training, relevant webinars, technical aptitude, skill development, general marketing principles and digital marketing.
- Networking – Consistently building your professional network both inside and outside the affiliate industry.

Account Management

- Strategic Planning – Develop comprehensive strategic plans for each client on a quarterly and annual basis utilizing the JEBCommerce quarterly planning process and plan template, ensuring that all challenges and obstacles are identified with a plan to overcome them and all optimization strategies outlined.
- Manage Expectations – Keep clients well informed of progress on their behalf, forecasted growth and production, and any potential issues, obstacles, challenges and opportunities in the future. Ensure that their expectations are in line with ours.



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- Anticipate and Resolve Problems – Work to identify issues or problems in advance and ensure timely notification and resolution. As often as possible, identify and resolve issues before the client is aware.
- Client Communications – Provide frequent, detailed and professional communications to our clients following our established guidelines and processes.
- Account assessment – Be able to determine and know as much as possible about how the program is doing, how the client views the program, our performance, and how it is perceived internally.

Affiliate Program Management

- Revenue Goals – Work with clients to develop realistic and achievable revenue or lead goals (performance goals), determining the growth that is important to them to ensure proper strategies for growth can be implemented; execute strategies and processes to ensure those goals are met.
- Planning – Effectively develop and execute quarterly plans for all affiliate programs in your area of responsibility in order to ensure their success, meet recruiting and activation targets, and ensure proper strategy alignment.
- Day-to-day – Efficiently and effectively plan your own and your team's activities on any given day, responding to client "fires" and inquiries same day, ensuring that action items are executed, frequently monitor progress, tracking, and activity of the clients' programs.
- Affiliate Relationships – Develop, maintain and strengthen relationships with affiliates on behalf of clients.
- Recruiting, Activation, and Optimization – Actively pursue new affiliates, optimize current affiliates to ensure proper and comprehensive marketing on behalf of our clients and work with affiliate partners to maximize their sales/activity for our clients.
- Reporting & Insight – Create and distribute weekly, monthly, quarterly, and annual reports on time every time. Provide insight into successes, challenges, failures, top performers, and future opportunities. Identify trends and supply clients with our best guesses as to why their program performed the way it did and develop strategies to either take advantage of success or turn around lackluster performance.



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Qualifications

- Minimum 1-2 years of affiliate marketing experience
- Strong understanding of affiliate marketing networks, such as Rakuten, Impact, CJ, LinkConnector, AvantLink, etc.
- Familiarity with industry partners/platforms/VIP publishers
- Experience managing multiple affiliate programs
- Ability and comfort in analyzing data and presenting recommendations
- Strong communication skills, both verbal and written
- Google Suite, Microsoft Suite, Slack, and Zoom experience a plus

Don't have all the qualifications? Research shows women and people of color are less likely to apply for jobs if they don't meet every single qualification. If you're excited about this position but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. We're dedicated to building a diverse and inclusive team, which is fundamental to innovation and growth. You might be the right person to help us succeed!

Benefits

- 100% remote position
- Fully covered Medical and Vision benefits + Employee Assistance Plan
- Retirement Savings Plan with company match
- 10 Vacation days to start, plus Sick/Personal days
- 7+ Paid Holidays
- Early Close on Fridays
- Laptop and equipment provided

To apply, email your resume and a brief cover letter to careers AT jebcommerce.com; Subject line: "Application for [Position] + your name"



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Code of Conduct/Equity Statement

Let's succeed together.

We believe diversity is fundamental to innovation and growth, and a key component to our success story. We're building an inclusive culture where craftsmanship and partnership are top values. We embrace diversity of thought and experience, and strive for a productive impact on others' success. We work together, listen to each other's perspective, share openly, have vulnerable conversations, and treat each other with respect and dignity. Each person, whether a team member or a client, is a valuable member of our work. We strive to take meaningful action to promote equity and support members of our BIPOC community. This allows us and our partners to achieve goals, pursue passions, and to discover the best version of ourselves. A diverse team achieves success to a greater degree, and we welcome the opportunity to grow together.

Diversity Statement

Differences are not a barrier to opportunities.

JEBCommerce believes that Equal Opportunity is important to its continuing success. In accordance with state and federal law, the JEBCommerce will not discriminate against an employee or applicant for employment because of race, disability, color, creed, religion, sex, marital status, age, national origin, ancestry, citizenship, veteran's status, sexual orientation, or non-job related factors in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay, or other forms of compensation. Opportunity is provided to all employees and applicants based upon qualifications and job requirements.

JEBCommerce welcomes applications from people with disabilities and does not discriminate against them in any way. JEBCommerce complies with the Americans with Disabilities Act of 1990. Employees and applicants may request reasonable accommodations by contacting the company CEO.

IF YOU HAVE THE RIGHT TO WORK



DON'T LET ANYONE TAKE IT AWAY

If you have the skills, experience, and legal right to work, your citizenship or immigration status shouldn't get in the way. Neither should the place you were born or another aspect of your national origin. A part of U.S. immigration laws protects legally-authorized workers from discrimination based on their citizenship status and national origin. You can read this law at [8 U.S.C. § 1324b](#).

The [Immigrant and Employee Rights Section \(IER\)](#) may be able to help if an employer treats you unfairly in violation of this law.

The law that IER enforces is 8 U.S.C. § 1324b. The regulations for this law are at 28 C.F.R. Part 44.

Call IER if an employer:

Does not hire you or fires you because of your national origin or citizenship status (this may violate a part of the law at 8 U.S.C. § 1324b(a)(1))

Treats you unfairly while checking your right to work in the U.S., including while completing the [Form I-9](#) or using [E-Verify](#) (this may violate the law at 8 U.S.C. § 1324b(a)(1) or (a)(6))

Retaliates against you because you are speaking up for your right to work as protected by this law (the law prohibits retaliation at 8 U.S.C. § 1324b(a)(5))

The law can be complicated. Call IER to get more information on protections from discrimination based on citizenship status and national origin.

Immigrant and Employee Rights Section (IER)

1-800-255-7688

TTY 1-800-237-2515

www.justice.gov/ier

IER@usdoj.gov



U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section, January 2019

This guidance document is not intended to be a final agency action, has no legally binding effect, and has no force or effect of law. The document may be rescinded or modified at the Department's discretion, in accordance with applicable laws. The Department's guidance documents, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations, or binding judicial precedent. For more information, see "Memorandum for All Components: Prohibition of Improper Guidance Documents," from Attorney General Jefferson B. Sessions III, November 16, 2017.



SI USTED TIENE DERECHO A TRABAJAR



NO DEJE QUE NADIE SE LO QUITTE

Si usted dispone de las capacidades, experiencia y derecho legal a trabajar, su estatus migratorio o de ciudadanía no debe representar un obstáculo, ni tampoco lo debe ser el lugar en que usted nació o ningún otro aspecto de su nacionalidad de origen. Existe una parte de las leyes migratorias de los EE. UU. que protegen a los trabajadores que cuentan con la debida autorización legal para trabajar de la discriminación por motivos de su estatus de ciudadanía o nacionalidad de origen. Puede consultar esta ley contenida en la [Sección 1324b del Título 8 del Código de los EE. UU.](#)

Es posible que la [Sección de Derechos de Inmigrantes y Empleados \(IER, por sus siglas en inglés\)](#) pueda ayudar si un empleador lo trata de una forma injusta, en contra de esta ley.

La ley que hace cumplir la IER es la Sección 1324b del Título 8 del Código de los EE. UU. Los reglamentos de dicha ley se encuentran en la Parte 44 del Título 28 del Código de Reglamentos Federales.

Este documento de orientación no tiene como propósito ser una decisión definitiva por parte de la agencia, no tiene ningún efecto jurídicamente vinculante y puede ser rescindido o modificado a la discreción del Departamento, conforme a las leyes aplicables. Los documentos de orientación del Departamento, entre ellos este documento de orientación, no establecen responsabilidades jurídicamente vinculantes más allá de lo que se requiere en los términos de las leyes aplicables, los reglamentos o los precedentes jurídicamente vinculantes. Para más información, véase «Memorándum para Todos Los Componentes: La Prohibición contra Documentos de Orientación Impropias», del Fiscal General Jefferson B. Sessions III, 16 de noviembre del 2017.

Llame a la IER si un empleador:

No lo contrata o lo despiden a causa de su nacionalidad de origen o estatus de ciudadanía (esto podría representar una vulneración de parte de la ley contenida en la Sección 1324b(a)(1) del Título 8 del Código de los EE. UU.)

Lo trata de una manera injusta a la forma de comprobar su derecho a trabajar en los EE. UU., incluyendo al completar el [Formulario I-9](#) o utilizar [E-Verify](#) (esto podría representar una vulneración de la ley contenida en la Sección 1324b(a)(1) o (a)(6) del Título 8 del Código de los EE. UU.)

Toma represalias en su contra por haber defendido su derecho a trabajar al amparo de esta ley (la ley prohíbe las represalias, según se indica en la Sección 1324b(a)(5) del Título 8 del Código de los EE. UU.)

Esta ley puede ser complicada. Llame a la IER para más información sobre las protecciones existentes contra la discriminación por motivos del estatus de ciudadanía o la nacionalidad de origen.

Sección de Derechos de Inmigrantes y Empleados (IER)

1-800-255-7688

TTY 1-800-237-2515

www.justice.gov/crt-espanol/ier

IER@usdoj.gov



Departamento de Justicia de los EE. UU., División de Derechos Civiles, Sección de Derechos de Inmigrantes y Empleados, enero del 2019



This Organization Participates in E-Verify

Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781
dhs.gov/e-verify



E-VERIFY IS A SERVICE OF DHS AND SSA

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This Statement of Policy is Posted
In Accordance with Regulations of the

Small Business Administration

This Organization Practices

Equal Employment Opportunity

We do not discriminate on the ground of race, color, religion, sex, age, disability or national origin in the hiring, retention, or promotion of employees; nor in determining their rank, or the compensation or fringe benefits paid them.

This Organization Practices

Equal Treatment of Clients

We do not discriminate on the basis of race, color, religion, sex, marital status, disability, age or national origin in services or accommodations offered or provided to our employees, clients or guests.

**These policies and this notice comply with regulations
of the United States Government.**

Please report violations of this policy to :

Administrator

Small Business Administration

Washington, D.C. 20416

In order for the public and your employees to know their rights under 13 C.F.R Parts 112, 113, and 117, Small Business Administration Regulations, and to conform with the directions of the Administrator of SBA, this poster must be displayed where it is clearly visible to employees, applicants for employment, and the public.

Failure to display the poster as required in accordance with SBA Regulations may be considered evidence of noncompliance and subject you to the penalties contained in those Regulations.



**Esta Declaración De Principios Se Publica
De Acuerdo Con Los Reglamentos De La
Agencia Federal Para el Desarrollo de la Pequeña Empresa**

Esta Organización Práctica

Igual Oportunidad De Empleo

No discriminamos por razón de raza, color, religión, sexo, edad, discapacidad o nacionalidad en el empleo, retención o ascenso de personal ni en la determinación de sus posiciones, salarios o beneficios marginales.

Esta Organización Práctica

Igualdad En El Trato A Su Clientela

No discriminamos por razón de raza, color, religión, sexo, estado civil, edad, discapacidad o nacionalidad en los servicios o facilidades provistos para nuestros empleados, clientes o visitantes.

**Estos principios y este aviso cumplen con los reglamentos del Gobierno
de los Estados Unidos de América.**

Favor de informar violaciones a lo aquí indicado a:

**Administrador
Agencia Federal Para el Desarrollo de la
Pequeña Empresa
Washington, D.C. 20416**

A fin de que el público y sus empleados conozcan sus derechos según lo expresado en las Secciones 112, 113 y 117 del Código de Regulaciones Federales No. 13, de los Reglamentos de la Agencia Federal Para el Desarrollo de la Pequeña Empresa y de acuerdo con las instrucciones del Administrador de dicha agencia, esta notificación debe fijarse en un lugar claramente visible para los empleados, solicitantes de empleo y público en general. No fijar esta notificación según lo requerido por los reglamentos de la Agencia Federal Para el Desarrollo de la Pequeña Empresa, puede ser interpretado como evidencia de falta de cumplimiento de los mismos y conllevará la ejecución de los castigos impuestos en estos reglamentos.