



*Mandan Progress Organization
Executive Director: Matt Schanandore
Office: 701-751-2983
Email: info@mandanprogress.org*

Mandan Progress Organization Program Development & Events Manager

Full-Time: 40 hour per week

Salary Range: \$50,000 - \$65,000 depending on skills, experience, and qualifications.

The Mandan Progress Organization strives to generate community quality of place through innovative experiences, attractions, and events. The MPO role and mission in the community complements those of the City of Mandan, Mandan Park District, Mandan Public School District, Fort Abraham Lincoln State Park, Morton County ,and other civic organizations including the Bismarck-Mandan Chamber EDC and Bismarck-Mandan Convention & Visitors Bureau.

The Program Development & Events Manager (PDEM) is a leader in telling the story of the Mandan Progress Organization, sharing the impact being made in our community, and encouraging community investment. The PDEM is responsible for coordinating multiple and diverse projects from inception to execution. They should have a detail-oriented work style and enjoy event coordination, problem solving, communication and project management. This individual should embrace challenges, strive for improvements, and be willing and ready to tackle new opportunities and activities related to Mandan Progress Organization, Visit Mandan, Mandan Morton Community Fund, as well as MPO membership development & community outreach. The position reports directly to the MPO Executive Director.

We are looking for individuals that have a passion for promoting the Mandan community, a drive to build new relationships, are interested in the latest trends, enjoys working in energetic environments, and is eager to learn and take initiative.

Summary

The Program Development & Events Manager is a key leader of the Mandan Progress Organization (MPO). This position will work directly with and reports to the Executive Director to ensure the MPO mission is effectively carried out through programs, events, attractions, strategic planning, and community outreach. The PDEM will provide a variety of communication and development services to the organization. This position requires both indoor and outdoor work as well as day, evening, some weekends, and some holidays: specifically, the July 4th holiday.

Key areas of responsibility

- Development and strategic planning of programs to further the mission of the MPO.
- Coordinate programs and signature events, including coordination of event RFP's; processing registration; venue communication and management; communicating sponsorship confirmations; securing talent, organizing room blocks and meeting rooms; arranging appointment schedules and overall event timelines; managing event communications and survey collection; oversight and recruitment of volunteers, travel arrangements; and precise record keeping.
- Establish and maintain relationships with clients, sponsors and vendors.



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- Manage and facilitate special marketing projects, including strategic development of project goals; timeline management; client communication; budget management and billing support; project execution; and detailed reporting.
- Identify, develop, and coordinate networking opportunities for MPO Members, including opportunity research; education events; networking events; and registration and sponsorship management; scheduling responsibilities; travel arrangements; planning and securing of necessary PR materials; promotion of participation to community-wide connections.
- Community outreach to allow the MPO Members to volunteer, support and give back to our community.

Team Engagement

- May be called to assist the MPO team by filling in other roles as necessary.
- Communicate internally with our staff, board members, members, and visitors.
- Performs other related duties as assigned.

Required Skills/abilities

- Proven communication skills, including writing, and proofreading skills.
- Excellent interpersonal skills both in person, by phone, and email with high professionalism
- Comfortable operating with minimal supervision to meet organizational needs.
- Strong leadership presence and ability to work closely with internal teams and strategic partners.
- Creative solution seeker
- Possess excellent organizational abilities including planning, delegating, developing programs, and facilitating tasks.
- Ability to manage multiple diverse projects at one time.
- Detail orientated and highly organized.

Preferred Skills/abilities

- background in community program development.
- knowledge and experience in event management and planning
- Interested in community development, technology, and the entrepreneurial ecosystem.
- understanding of Non-profit fundraising event activities and requirements.

Education and Experience

- Business or marketing-related degree or equivalent professional experience
- Experience working with community programming and development
- 2+ years of event management work experience

Physical demands: These physical requirements must be met with or without accommodation.

- Prolonged periods of sitting at a desk and working on a computer.



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- Must be able to lift 25 pounds regularly and up to 75 pounds occasionally.
- Ability to continuously stand or walk during events and meetings.
- Ability to bend, squat, climb stairs and lift occasionally.
- Ability to work longer hours in preparation for and during an event or program.

Work environment:

- noise level in a regular work environment is frequently loud.
- Ability to work outside normal business hours and travel on occasion.
- May occasionally work outdoors and in environments with temperatures above 100 degrees and below 32 degrees.
- May occasionally walk on slippery or uneven surfaces.
- May occasionally climb ladders, stairs, and work off elevated surfaces.
- Must be available and present at all MPO events.

Benefits and Culture:

- Office is downtown Mandan, ND. Monday – Friday work week, with evenings, weekends and holidays during events or when assigned.
- Engaging work environment, with rewarding community experiences.
- Simple IRA with up to 3% employer match.
- Earned Vacation
- Earned Sick Leave
- 75% coverage of employee health insurance premiums (not to include vision or dental).
- 10 paid holidays.

Equal Employment Opportunity

The Mandan Progress Organization does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

Submit Cover Letter, Resume, and References to Matt Schanandore, Executive Director

Email: Matt@Mandanprogress.org

Mail: 411 West Main St. Mandan, ND 58554