



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

Vice Director – Mandan Progress Organization Events and Community Experience

The Mandan Progress Organization strives to generate community pride 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 and Morton County as well as other organizations including the Bismarck-Mandan Chamber EDC and Bismarck-Mandan Convention & Visitors Bureau. The Vice Director position is an essential position at the heart of the mission of the Mandan Progress Organization. Apply today!

The Vice Director is a key management leader of the Mandan Progress Organization (MPO). The Vice Director is responsible for overseeing the administration, fiscal management, programs, and strategic plan of the organization. Other duties include fundraising, marketing, event planning, and community outreach. The position reports directly to Executive Director.

Summary

The Vice Director is a key leader of the Mandan Progress Organization (MPO). This position works directly with and reports to the Executive Director to ensure the MPO mission is fulfilled through programs, events, attractions, strategic planning, and community outreach. The VD will provide a variety of leadership and development services to the organization, MPO staff, event volunteers and committees. This position requires both indoor and outdoor work as well as day, evening, some weekends, and some holidays: specifically, the July 4th holiday.

Duties

- Will be a core member of our leadership team working with the Executive Director, the Board of Directors as well as City, County and Park District officials implementing the organization's overall values, mission, and strategic goals.
- Under the direction of the Executive Director, oversee, implement, and manage MPO's events and attractions including managing and recruiting volunteers and committees, recruiting sponsors, promoting community involvement, organizing event activities, and managing day-of-event operations.
- Assist with marketing and other communications efforts including social media and websites.
- Develop programs, initiatives, strategies, to increase and maintain membership support.
- Providing leadership and evaluating part-time employees' performance and ensuring a healthy culture
- Assist Executive Director in budget planning, maintaining fiscal integrity and helping to achieve long-term financial goals.
- Contribute to the organization's development strategy, new initiatives, and the overall image of the organization in the community.
- Attend board meetings and/or lead board meetings in the absence of the executive director
- All other duties assigned.



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Job Duration

Full Time

Pay/Benefits

Salary range of \$45,000-\$65,000 with benefits, to commensurate with experience.

Minimum Qualifications

- Passion for and commitment to strengthening experiences in a local community.
- Bachelor's degree in business administration/marketing or experience in a related field.
- Experience with Event Management, particularly focused on Community events and programming.
- Proficiency in Microsoft Office Suite, website maintenance, Adobe creative suite, and social media platforms.
- Possess strong organizational abilities including planning, delegating, developing programs, and facilitating tasks.
- Knowledge of fundraising strategies, sponsorship management and building marketing partner relations unique to community growth.
- Strong written and oral communication skills, ability to collaborate with staff, and engage diverse groups.
- Leadership ability to communicate with, recruit, and manage volunteers.
- Physical ability to lift 50 pounds and manage events requiring the ability to walk long distances in indoor and outdoor environments.
- Must have a valid North Dakota driver's license or ability to obtain one within 10 days of hire.
- Requires satisfactory completion of the interview process and a verifiable record of satisfactory performance in previous employment.

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