



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

Mandan Progress Organization – Assistant Executive Director

The Mandan Progress Organization (MPO) fosters a vibrant community by delivering innovative experiences, attractions, and events. MPO works closely with partners like the City of Mandan, Mandan Park District, Mandan Public School District, and other community organizations. The Assistant Executive Director will assist the Executive Director in overseeing organizational operations, membership relations, community outreach, and corporate support, ensuring MPO's mission of community quality of place is fulfilled.

Position Overview

The Assistant Executive Director is a leadership role that reports directly to the Executive Director. The individual will support overall strategic planning, event management, membership development, and community outreach, focusing on increasing corporate gifts and supporting the Mandan Morton Community Fund.

This position requires flexibility for both indoor and outdoor work, including evening and weekend hours, especially during key events such as the July 4th celebration. The ideal candidate will have strong skills in leadership, event management, relationship building, and community development.

Key Responsibilities

1. Membership Relations and Development

- Develop and execute membership growth strategies, retaining existing members and recruiting new members.
- Create and maintain membership benefits, oversee membership communications, and community connections.
- Plan and organize networking and education events, ensuring opportunities for community-wide participation.
- Facilitate volunteer opportunities for members to engage with and give back to the community.

2. Community Outreach, Engagement, Marketing

- Work closely with community leaders, civic organizations, and businesses to create opportunities for collaboration and community investment.
- Represent the MPO at public events, promoting the organization's mission and attracting new partners.
- Assist in identifying and developing programs to further enhance MPO's community involvement and strategic partnerships.
- Development strategic marketing efforts for promoting events, membership development, annual reporting, and organizational documents for supporting the MPO Mission and Vision.

3. Corporate Gifts and Support

- Serve as the Director of the Mandan Morton Community Fund, focusing on securing corporate sponsorships, donations, and grants to support community initiatives and events.
- Develop and maintain relationships with corporate partners, ensuring the long-term financial health of the organization.
- Identify and pursue funding opportunities to grow MPO's impact, including developing corporate giving programs.



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4. Event Support

- Assist in the planning, management, and execution of key MPO events, such as the Independence Day Parade, Buggies and Blues, and Mandan Holiday Lights on Main.
- Review the logistics of community events, including vendor coordination, venue management, sponsorship development, and volunteer recruitment.
- Coordinate event marketing efforts, to ensure the effective promotion of all MPO events.

5. Administrative and Strategic Support

- Support the Executive Director in financial planning, budgeting, and reporting, ensuring the organization's long-term fiscal integrity.
- Participate in board meetings and represent the Executive Director when necessary.
- Assist in developing and executing MPO's strategic initiatives, maintaining alignment with the organization's mission and goals.
- Update and maintain company websites and connected social media pages
- All other roles and responsibilities assigned by the Executive Director/Board of Directors

Required Skills and Qualifications

- Proven leadership skills and a passion for community development.
- Strong interpersonal and communication skills, with experience in membership relations, corporate giving, and event planning.
- Ability to manage multiple projects simultaneously while maintaining attention to detail.
- Experience in fundraising, sponsorship management, and working with corporate partners.
- Proficient in Microsoft Office, social media platforms, and graphic design.
- Bachelor's degree in business, marketing, communications, or a related field, or equivalent experience.
- 4+ years of experience in community programming, event management, or nonprofit development.

Preferred Skills

- Experience in managing community funds, membership databases, and corporate fundraising efforts.
- Understanding of non-profit operations, especially in community programming, development, and event logistics.
- Proficiency in Adobe Creative Suite and website management tools.

Work Environment and Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 25 pounds regularly and up to 50 pounds occasionally.
- Ability to work outside normal business hours and travel occasionally.
- May be required to work in varying weather conditions and on uneven surfaces.

Benefits and Culture

- Office located in downtown Mandan, ND.
- Monday – Friday schedule with evenings, weekends, and holidays as needed for events.
- Competitive Salary
- Simple IRA with up to 3% employer match.
- Earned vacation and sick leave.



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- 75% coverage of employee health insurance premiums (excluding vision or dental).
- Paid holidays (excludes the 4th of July)
- Engaging work environment with rewarding community experiences.

Equal Employment Opportunity

Mandan Progress Organization does not discriminate based on race, color, national origin, sex (including sexual orientation and gender identity), genetics, religion, age, or disability in employment or services.

To Apply:

Submit a cover letter, resume, and references to:

Matt Schanandore, Executive Director

Email: matt@mandanprogress.org

Mail: 411 West Main St., Mandan, ND 58554