NOW HIRING: EXECUTIVE DIRECTOR

Lead the Experiences. Strengthen the Community. Shape the Future of Mandan.

Location: Mandan, North Dakota **Position:** Full-Time Executive Leadership
Reports To: MPO Board of Directors
Compensation: Competitive salary based on the candidate's qualifications and experience.

The Mandan Progress Organization (MPO) is seeking a dynamic, forward-thinking Executive Director to lead our organization into its next chapter. MPO brings people together, strengthens community partnerships, supports local businesses, and creates memorable experiences that make Mandan and Morton County a vibrant place to live, work, and visit.

We seek a leader who sees opportunity, builds meaningful relationships, inspires teams, and turns ambitious ideas into measurable results.

About the Position

The Executive Director serves as MPO's chief executive, providing strategic leadership, financial stewardship, organizational management, and community representation. Working with the Board, staff, stakeholders, and professional service partners, this leader advances MPO's mission, maintains operational and financial sustainability, and identifies opportunities for growth.

This highly visible role requires strategic vision, business judgment, relationship development, and hands-on executive accountability.

Key Responsibilities

Organizational Leadership & Strategic Direction

- Implement MPO's mission, strategic priorities, and long-term organizational goals.
- Serve as primary liaison to the Board of Directors, providing reports, recommendations, and strategic guidance.
- Lead and support staff while fostering a collaborative, accountable organizational culture.
- Identify opportunities to expand community engagement, impact, and sustainable revenue.

Financial Management & Organizational Administration

- Oversee budgets, financial performance, cash flow, contracts, and reporting.
- Ensure responsible stewardship of resources and effective financial controls.
- Manage personnel administration, staff development, organizational policies, and operational accountability.

Community Partnerships & Business Development

- Represent MPO throughout Mandan, Morton County, and the greater Bismarck-Mandan region.

- Build relationships with businesses, government, civic organizations, donors, and strategic partners.
- Lead efforts to strengthen membership engagement, retention, and revenue.
- Cultivate major donors and support organizational growth.

Community Experiences & Events

- Provide strategic oversight Buggies-n-Blues, Mandan's Fourth of July celebrations, Touch-A-Truck, Holiday Lights on Main, Haunted Fort, and other events.
- Establish event goals, budgets, performance expectations, and community outcomes with appropriate staff and partners.
- Oversee event financial performance, major partnerships, risk management, and organizational accountability.
- Support innovation while ensuring effective delegation and execution of event production and logistics.

Marketing, Communications & Brand Leadership

- Establish MPO's marketing strategy, brand direction, and communications priorities.
- Guide staff and external partners in promoting programs, events, membership, and destination marketing.
- Ensure consistent messaging, sponsor recognition, and community visibility.

Strategic Partnerships & Contract Oversight

- Oversee MPO's professional services partnerships for sponsorship development, marketing support, and event-related services.
- Establish performance expectations, monitor deliverables, and maintain accountability for contracted services.
- Protect MPO's interests while building productive partnerships.

Community Fund Administration & Revenue Development

- Serve as MPO's designated administrator and primary staff liaison for the Mandan Morton Community Fund, consistent with its governing requirements.
- Lead major-gift fundraising and donor development for the Mandan Legacy Endowment.
- Explore sustainable revenue opportunities, including a potential charitable gaming operation in Mandan, subject to board approval and regulatory requirements.

Qualifications & Experience

- Proven leadership in nonprofit management, business administration, community development, or a related field.
- Strong financial management, budgeting, planning, staff leadership, and accountability skills.
- Excellent interpersonal, public speaking, written communication, and stakeholder relationship skills.
- Strategic thinking, sound judgment, problem-solving, and contract management experience.
- Ability to balance long-term strategy with day-to-day executive responsibilities.

Preferred: Experience in events, tourism, destination development, fundraising, membership organizations, sponsorships, or community economic development. Relevant education or equivalent professional experience will be considered.

What We're Looking For

A leader who thinks strategically, builds relationships, leads with accountability, embraces innovation, empowers others, and believes in the future of Mandan and Morton County.

Why Join MPO?

Lead an established community-focused organization with signature events, strong regional partnerships, and opportunities to strengthen long-term financial sustainability and community impact. Work alongside a committed Board, staff, businesses, and community leaders to help shape Mandan's future.

How to Apply

Interested candidates should submit a **cover letter and current résumé** outlining their leadership experience, qualifications, and interest in the position. Applications should be addressed to the **MPO Board of Directors** and submitted by email or mail.

Email: Matt@Mandanprogress.org
Attention: MPO Board of Directors, c/o Matt Schanandore

Mail: Mandan Progress Organization
Attn: Board of Directors
411 West Main St.
Mandan, ND 58554

Application Deadline: December 4th, 2026

The Mandan Progress Organization is an equal opportunity employer.

Help lead the next chapter of the Mandan Progress Organization—and shape the experiences, partnerships, and opportunities that make our community thrive.