



Mandan Progress Organization
Executive Director: Matt Schanandore
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Vacancy Announcement: Director of Community Sales and Partnerships

Mandan Progress Organization
Mandan, North Dakota

About the Mandan Progress Organization (MPO)

The Mandan Progress Organization (MPO) fosters a vibrant and thriving community through innovative experiences, business partnerships and major events. Working alongside key partners such as the City of Mandan, Mandan Park District and local businesses. The MPO leads economic and community development efforts largely funded by corporate sponsorships and local fundraising. We are seeking a Director of Community Sales and Partnerships to develop, manage and grow corporate sponsorship programs and advertising partnerships that support MPO's mission and initiatives.

Position Overview

The Director of Community Sales and Partnerships will play a key role in building strong relationships with businesses and organizations to secure sponsorships and advertising revenue for MPO events and initiatives. This position requires creativity, strategic thinking, and a passion for connecting businesses with valuable opportunities that benefit both the sponsor and the community.

This individual will work both independently and collaboratively to identify potential partners, develop compelling sponsorship proposals, and deliver innovative advertising solutions that enhance brand visibility and engagement. Ensuring that sponsors receive maximum value and seamless experience, this role is to maintain the growing MPO's business relationships.

The Director of Community Sales and Partnerships will work closely with the Executive Director to create long-term, strategic sponsorship initiatives that drive revenue growth, enhance event programming, and strengthen MPO's mission of community enrichment.

Key Responsibilities

1. Corporate Sponsorship Development

- Identify, engage and cultivate relationships with businesses to secure corporate sponsorships for MPO events and programs.
- Develop customized sponsorship proposals that align with corporate objectives and maximize sponsor visibility and engagement.
- Work with the Executive Director to design and implement long-term partnership strategies.
- Ensure fulfillment of sponsorship benefits, providing sponsors with measurable value and a seamless experience.



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2. Advertising and Revenue Generation

- Secure advertising commitments for MPO's community publications, online platforms, and event promotional materials.
- Develop marketing packages that highlight brand visibility opportunities for businesses.
- Track and report on revenue from sponsorships and advertising to ensure financial goals are met.

3. Sponsor Communication and Fulfillment

- Serve as the primary point of contact for sponsors and corporate partners.
- Ensure sponsorship agreements and advertising commitments are executed effectively before, during, and after events.
- Provide sponsors and advertisers with detailed performance reports showcasing their engagement and return on investment.
- Maintain relationships with current and past sponsors and lead the search and efforts to recruit new sponsors.

4. Event and Community Engagement Support

- Work closely with the Executive Director and event committees to integrate sponsors into MPO's major events.
- Assist in event execution by ensuring sponsor presence, branding, and activation opportunities are maximized.
- Collaborate with local businesses and community leaders to enhance sponsorship and corporate engagement.

5. Administrative and Strategic Support

- Maintain an office presence at MPO headquarters for daily check-ins, sponsor communications, and planning sessions.
- Assist in the development of marketing materials, sponsorship collateral and digital media content to support corporate sales efforts.
- Provide regular updates to the Executive Director on sponsorship progress and revenue performance.

Compensation

Compensation is determined based on experience and qualifications. The compensation structure includes:

- **A Base monthly salary**
- **Structured earned commission** based on sales performance
- **Annual bonuses** for meeting sponsorship and revenue goals



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Required Skills and Qualifications

- Proven sales, business development or corporate sponsorship experience
- Strong relationship-building and negotiation skills
- Excellent verbal and written communication abilities
- Ability to manage multiple projects and meet revenue goals
- Proficiency in Microsoft Office, CRM systems and marketing/graphic creation tools
- Ability to work flexible hours, including evenings and weekends during major events

Preferred Qualifications:

- Experience in nonprofit fundraising, sponsorship sales, or event marketing
- Knowledge of North Dakota's business and community landscape
- Background in marketing, advertising, sales, fundraising or corporate partnerships

Work Environment and Physical Requirements

- Office-based role with frequent community outreach and business meetings
- The selected candidate must be available willing to work at all major Mandan Progress Organization (MPO) events, including but not limited to **Mandan Rodeo Days Parade and Art in the Park, Buggies and Blues, Touch a Truck, Lyons Heart Gravel Race, the Annual Dinner, Holiday Lights Grand Lighting, Santa Community Day, Santa Run**, and other events as assigned. This role requires flexibility for both daytime and evening event schedules as directed by the MPO Director.
- Must be able to lift up to 50 lbs occasionally and stand for extended periods during events

How to Apply

Interested candidates should apply online at www.MandanProgress.org

- **Cover Letter**
- **Resume**
- **Two Professional References**

For questions concerning the position please contact Matt Schanandore, Executive Director,
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Mandan Progress Organization | 411 W Main St, Mandan, ND 58554

Join us in shaping the future of corporate partnerships and community engagement in Mandan.