



Position: Communications Project Manager

Reports to: Vice President of Communications & Marketing

Location: Fargo, ND

Date: November 2025

FLSA: Full Time, Exempt

Department: Communications

Position Summary

The Communications Team Project Manager plays a vital role in advancing the Chamber's mission by ensuring all communications and marketing projects are executed efficiently, on time, and with excellence. This position serves as the central hub for project management across the communications team—overseeing timelines, deliverables, and collaboration between departments for campaigns, events, and publications.

With a keen eye for organization and a deep understanding of how strong communication drives community impact, this individual helps coordinate marketing and promotional efforts for Chamber events and programs, manages website updates and enhancements, and supports production for print materials, podcasts, and publications.

Essential Functions

- **Project Management and Workflow**

- Lead and manage the full project lifecycle for communications-team initiatives: scope, planning, scheduling, resource-allocation, execution, monitoring, risk/issue management, and close-out.
- Maintain a master communications project calendar (website updates, print projects, podcasts, publications, internal/external communications) and ensure tasks, milestones and deliverables are visible and tracked.
- Serve as the “traffic manager” for the communications team: assign tasks, track status, coordinate handoffs, escalate barriers, ensure quality control and drive deadlines.
- Facilitate project-kickoff meetings, status check-ins, and post-project debriefs.
- Manage project budgets, vendor contracts, and resource allocation.
- Identify, mitigate and report project risks and issues; recommend corrective actions.
- Document project workflows, “lessons learned,” and support continuous improvement of the communications team's processes.

- **Website Updates and Enhancements**

- Coordinate updates to The Chamber's website to ensure timely content uploads and refreshes, monitor site-update requests.
- Work with internal team (writers, designers) to ensure website copy, images, links and meta-data are accurate, responsive, and consistent with brand guidelines.
- Track, update, and share data around website performance.

- **Print Projects and Publications**

- Manage all print-production projects (brochures, annual reports, program guides, signage, event collateral) from creative brief through design development, proofing, printing, delivery and distribution.
- Coordinate with external print vendors: obtain quotes, request samples, monitor production schedules, approve proofs and track inventory/distribution.
- Oversee the scheduling and production of publications (e.g., newsletters, member magazines, reports) including establishing publication timelines, aligning team responsibilities, and managing deadlines.

- **Cross-Department Collaboration**

- Serve as the main liaison between the communications team and internal departments to manage timelines, requests, and approvals.
- Coordinate with external vendors, creative partners, and freelancers to ensure clarity, deliverables, and deadlines.
- Maintain visibility and transparency across all active communications projects through regular reporting and dashboards.
- Foster collaboration and consistent communication to ensure projects support the Chamber's overall goals and initiatives.

- **Administrative Duties**

- Track and report on project metrics including completion rates, deadlines met, and promotional outcomes.
- Facilitate project reviews and process improvement discussions to enhance efficiency and team performance.
- Support the documentation of standard operating procedures (SOPs) for project workflows and communication processes.
- Support documentation management by organizing project briefs, creative requests, vendor records, and production assets in centralized systems for easy access and team alignment.

Qualifications

- Bachelor's degree in Project Management, Communications, Marketing, or related field; or 3–5 years of experience managing marketing, communications, or cross-departmental projects in a fast-paced environment.
- Strong knowledge of marketing workflows and communications production cycles (digital, print, event, podcast, and social).
- Proficiency with project management tools (e.g., Asana, Monday.com, Trello, or Wrike).
- Strong organizational, interpersonal, and written communication skills.
- Ability to manage multiple priorities, deadlines, and stakeholders simultaneously.
- Demonstrated experience coordinating vendors, contractors, and internal teams.

Competencies

- Highly organized and detail oriented.
- Collaborative and proactive communicator.
- Process-driven yet adaptable to changing priorities.
- Comfortable managing competing timelines and complex deliverables.
- Creative problem solver with a focus on execution and results.
- Team-oriented and committed to the Chamber's mission and values.

Supervisor Responsibilities

This position does not have any direct reports or supervisory responsibilities.

Terms and Compensation

This is a full-time, exempt position. The Chamber offers a competitive benefits package including health, dental, and vision coverage; retirement plan with employer contributions; paid time off; adjusted summer hours; and opportunities for professional development.

Working Conditions and Expectations

The Chamber is a flexible, supportive work environment designed to help employees thrive both personally and professionally. Our team culture is collaborative, innovative, and fun. We take pride in delivering excellence in everything we do. Employees also enjoy access to our high-quality events and training programs for continuous learning and growth.

About The Chamber

The Chamber Fargo Moorhead West Fargo (FMWF Chamber) represents more than 1,600 member organizations. As a catalyst for growth and prosperity, we strengthen the region's economy, champion pro-business policies, and create opportunities for people to succeed. Through advocacy, workforce solutions, and innovative programming, we connect leaders, inspire talent, and build a thriving business community.