



**Position:** Director of Events

**Posting Date:** January 2026

**Reports to:** Senior Vice President

**Department:** Events and Programs

**FLSA Status:** Exempt

**Employment Type:** Full Time

**Location:** Fargo, North Dakota

### **Position Objectives and Purpose**

The Director of Events is responsible for the planning, coordination, content, and execution of major events hosted by the Fargo Moorhead West Fargo (FMWF) Chamber of Commerce. This role ensures that events align with the Chamber's mission, engage the community, provide value to members, and generate revenue. The Director will work closely with internal departments and external partners and continuously innovate to keep events fresh and relevant. This role requires exceptional attention to detail, strong operational discipline, and proactive communication to manage complex logistics, multiple stakeholders, and overlapping timelines.

### **Essential Functions:**

- **Strategic Event Planning**

- Develop and implement an annual events calendar, including signature events, business forums, networking events, and member-exclusive gatherings.
- Collaborate with senior leadership to align events with organizational goals and community needs.
- Ensure events are mission-driven, fostering business growth and enhancing community engagement.
- Partner with internal team and key stakeholders to identify relevant themes, topics, and speakers that align with the interests of the Chamber's members and the community.
- Curate high-quality content and speakers for regional events, conducting outreach to industry leaders, experts, and community influencers to ensure programming is timely, relevant, and aligned with member needs

- **Event Operations & Logistics**

- Own end-to-end event logistics, including timelines, show flow documents, vendor coordination, staffing plans, registration workflows, on-site execution, and teardown.
- Create and maintain detailed project plans, checklists, and timelines for all events to ensure consistency, accuracy, and accountability.
- Anticipate operational risks and proactively solve problems before they impact the attendee experience.



- Serve as the single point of accountability for event execution, ensuring nothing falls through the cracks.

- **Event Management**

- Oversee budgeting, contracts, vendor negotiations, and operational execution for all Chamber events.
- Manage multiple events simultaneously while maintaining high standards of quality, organization, and accuracy.
- Ensure all internal teams, partners, and vendors are aligned on expectations, deadlines, and deliverables.

- **Cross-Functional Communications & Collaboration**

- Collaborate closely with marketing, membership, partnerships, policy, and workforce teams to ensure seamless execution and consistent messaging.
- Communicate clearly and proactively with internal teams, sponsors, speakers, venues, and vendors before, during, and after events.
- Provide timely updates, clear documentation, and follow-through to keep all stakeholders aligned.

- **Program Development**

- Design and deliver event programming that is relevant, engaging, and aligned with member needs and regional priorities.
- Research, recruit, and manage speakers, panelists, and facilitators for regional and signature events.
- Stay informed on industry and community trends to continuously improve content quality.

- **Sponsorship & Budget Management**

- Work with the Director of Corporate Partnerships to develop sponsorship packages and secure funding for events.
- Collaborate with the marketing team to promote events, increase attendance, and maximize engagement.
- Develop and manage event budgets, ensuring events are cost-effective and financially sustainable.
- Track expenses, monitor return on investment (ROI), and implement cost-containment strategies where applicable.

- **Post-Event Evaluation**

- Lead post-event evaluations, including feedback collection, data analysis, and internal debriefs.



- Document learnings and operational improvements to strengthen future event execution.
- Prepare concise post-event reports for senior leadership and sponsors.

## **Qualifications**

- Bachelor's degree in Event Management, Hospitality, Marketing, Business Administration, or a related field or 3+ years of experience in event planning and execution, preferably in a nonprofit or business organization.
- Proven experience in working cross-functionally with other teams.
- Strong project management skills with the ability to manage multiple events simultaneously.
- Excellent communication, negotiation, and interpersonal skills.
- Ability to work flexible hours, including some evenings and early mornings as needed for events.
- Creative problem-solving skills and the ability to adapt to changing circumstances or unforeseen challenges.
- Familiarity with budgeting, financial reporting, and ROI tracking for events.
- Meticulous attention to detail and intentionality to ensure all aspects of event planning and execution are thoughtfully organized and run smoothly.
- Demonstrated ability to manage complex logistics, detailed timelines, and multiple stakeholders simultaneously.
- Proven track record of clear, proactive, and professional communication across teams and external partners.
- Strong organizational systems mindset — comfortable building structure where none exists.
- Robust knowledge of the Fargo, Moorhead, and West Fargo communities and business landscape is a plus.

## **Key Competencies**

- Operational Excellence & Attention to Detail
- Project & Timeline Management
- Cross-Functional Communication
- Budget & Financial Acumen
- Problem Solving & Decision Making
- Ability to Perform Under Pressure

## **Compensation**

Salary commensurate with experience, plus benefits including health insurance, retirement plan, paid time off, and professional development opportunities.

