



Position: Director of Center for Civic Engagement

Reports to: Vice President of Public Policy

Location: Fargo, ND

Date: June 2026

FLSA: Full Time, Exempt

Department: Public Policy

Position Summary

The Director of the Center for Civic Engagement (CCE) serves as the operational leader of the CCE, responsible for executing programs, managing partnerships, coordinating community engagement efforts, and delivering measurable outcomes that advance the CCE's mission.

The Director works closely with the Vice President of Public Policy to implement and execute the strategic vision of the CCE while serving as a primary point of contact for stakeholders and partners. This role is responsible for ensuring programs are well executed, participation continues to grow, and the CCE remains a trusted resource for civic education, leadership development, and community engagement.

The Director leads the day-to-day implementation of the CCE initiatives while building relationships that strengthen civic participation, leadership development, and public service throughout the region.

Success in the role requires strong relationship-building skills, attention to detail, project management expertise, and a passion for civic participation and community engagement.

Essential Functions

- **Program Management & Execution**

- Manage the day-to-day operations for the Center for Civic Engagement.
- Develop and manage annual work plans, program objectives, implementation timelines, and performance measures aligned with the strategic direction established by the Vice President of Public Policy.
- Coordinate implementation of the CCE's strategic priorities in partnership with the Vice President of Public Policy.
- Plan, coordinate, and execute CCE programs, initiatives, events, and outreach efforts.
- Ensure programs are delivered with excellence, consistency, and alignment to CCE goals.
- Monitor program performance and recommend enhancements to improve effectiveness and participant experience.

- **Civic Engagement Programming**

- Lead implementation of civic education, voter engagement, leadership development, and community participation initiatives.
- Manage and coordinate key CCE programs including VoteFMWF, Candidate Forums,

Candidate Workshop, Civics on Tap, K-12 and Higher Education Programs, mentorship initiatives, employer engagement programs, and other CCE activities.

- Develop and maintain pathways that encourage civic leadership, board service, volunteerism, public service, and candidate development.
- Research and recommend new opportunities to expand civic engagement and community participation throughout the region.
- Serve as a resource to employers, employees, students, and community members seeking opportunities for civic involvement.

- **Community & Partner Engagement**

- Build and maintain strong relationships with employers, community organizations, educational institutions, and strategic partners.
- Conduct outreach and engagement activities that increase awareness, participation, and support for CCE initiatives.
- Coordinate partnership activities and collaborative projects that advance the CCE's mission and goals.
- Serve as a primary representative of the CCE within the community through meetings, presentations, events, and stakeholder engagement opportunities.
- Collaborate with the Communications team to promote CCE initiatives, share impact, and encourage participation.

- **Resource Development & Administration**

- Coordinate sponsorship fulfillment, investor stewardship, grant administration, and reporting activities supporting the CCE.
- Assist in identifying and pursuing grant, sponsorship, fundraising, and partnership opportunities that advance CCE priorities and long-term sustainability.
- Support budget development, monitoring, and responsible stewardship of CCE resources.
- Maintain accurate program records, partnership documentation, participant data, and organizational files.
- Ensure compliance with reporting requirements associated with grants, sponsorships, and partnership agreements.

- **CCE Accountability & Reporting**

- Track program participation, outcomes, and key performance metrics.
- Prepare reports, presentations, and updates for organizational leadership, investors, partners, funders, and stakeholders.
- Maintain accurate and organized documentation for CCE programs, partnerships, and initiatives.
- Provide regular updates regarding program performance, challenges, opportunities, and progress toward established goals.
- Support cross-department collaboration to ensure alignment with organizational priorities.

Qualifications & Attributes

- Bachelor's degree in political science, business, public administration, or related field, and three to five years of experience in program management, public affairs, community engagement, or similar work.
- Demonstrated experience managing multiple programs, events, partnerships, or community initiatives.
- Strong project management, organizational skills, and problem-solving skills.
- Experience building and maintaining relationships with diverse stakeholder groups.
- Strong written and verbal communication skills.
- Experience with grants, sponsorships, fundraising support, or investor relations preferred.
- Knowledge of and passion for civic engagement, public policy, government, elections, community leadership, and regional impact highly preferred.

Competencies

- Strong relationship-builder with excellent interpersonal skills.
- Highly organized with strong attention to detail.
- Effective communicator and collaborator.
- Confident facilitating meetings, delivering presentations, and representing the CCE before business, community, and civic audiences.
- Ability to manage multiple priorities and deadlines simultaneously.
- Initiative-driven problem solver with strong follow-through.
- Ability to work independently while maintaining alignment with organizational priorities.
- Passion for civic engagement, community leadership, and regional impact.
- Commitment to The Chamber's mission and the Fargo, Moorhead, West Fargo region.

Supervisor Responsibilities

This position does not have direct supervisory responsibilities but may coordinate volunteers, interns, contractors, consultants, and program participants.

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. Occasional evening work or travel to off-site locations may be required as job duties demand.

About the Center for Civic Engagement

The Center for Civic Engagement (CCE) is a first-of-its-kind regional initiative dedicated to cultivating leaders, empowering communities, and increasing civic participation across the Fargo, Moorhead, West Fargo region. Through voter education, leadership development, employer engagement, candidate training, and community outreach, the CCE works to build a stronger pipeline of civic leaders and strengthen participation in public life. The CCE serves as a trusted, non-partisan resource for employers, employees, students, and community members seeking meaningful opportunities to engage, lead, and serve.

Compensation

Salary: \$65,000+ DOE (Depending on Experience), plus benefits including health insurance, retirement plan, paid time off, and professional development opportunities

About The Chamber

The Chamber Fargo Moorhead West Fargo 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.