



Position: Executive Assistant
Reports to: Senior Vice President
Location: Fargo, ND

Date: September 2026
FLSA: Full Time, Exempt
Department: Events and Programs

Position Summary

The Executive Assistant provides direct support to the President & CEO of The Chamber, ensuring priorities are managed effectively and leadership stays focused on strategic goals. The position also supports the Senior Vice President (SVP) and Executive Vice President (EVP), helping them stay organized, aligned, and focused on key initiatives.

This role requires a proactive professional who anticipates needs, manages details with precision, and keeps tasks on track. The Executive Assistant brings clarity to complex schedules and projects, communicates confidently with leaders and staff, and ensures follow-through on critical commitments. By keeping information organized, deadlines met, and communications seamless, this role strengthens collaboration across departments and enhances the Chamber's overall effectiveness.

Essential Functions

- **Executive & Leadership Support**

- Provide direct, high-level administrative support to the President & CEO, including calendar management, meeting coordination, email monitoring, and preparation of materials.
- Proactively manage the President's priorities by monitoring tasks, deadlines, and deliverables, ensuring focus on the highest-value initiatives.
- Serve as a trusted partner to the CEO, EVP, and SVP, anticipating needs, ensuring follow-through, and keeping leadership focused on strategic priorities.
- Track commitments and ensure timely follow-through, holding leadership accountable with reminders, updates, and clear next steps.
- Handle confidential information with discretion, professionalism, and sound judgment.
- Act as a communication bridge between executives and staff, ensuring alignment and timely information flow.

- **Board Support & Governance**

- Serve as the primary point of contact for the Board of Directors, coordinating schedules, communications, meeting logistics, and follow-up.
- Prepare, organize, and distribute board packets, presentations, and supporting documentation with accuracy and professionalism.
- Record, prepare, and maintain official minutes for board and committee meetings, ensuring accuracy, timeliness, and compliance with governance standards.
- Maintain accurate records of Board membership, including tracking terms, rotations, appointments, and departures, and upcoming elections, proactively communicating

transitions and supporting succession planning.

- Track and follow through on board and committee action items, ensuring accountability and timely updates.
- Provide support for board committees and other governance-related functions as directed.

- **Organizational Coordination**

- Develop and maintain efficient systems for managing projects, meetings, records, and communications to enhance organizational effectiveness.
- Support cross-departmental collaboration by providing scheduling, tracking, and administrative support to EVP- and SVP-led initiatives.
- Maintain clear, open, and professional communication across the leadership team and staff to strengthen alignment and teamwork.
- Manage special projects as assigned, often requiring coordination across multiple departments or external partners.

- **Events & Programs Support**

- Provide supplemental support to the Events and Programs teams, including logistics coordination, scheduling, and on-site event assistance as needed.
- Assist in tracking events and program deliverables, ensuring deadlines are met and materials are accurate.
- Represent the Chamber at select events, ensuring members, sponsors, and partners receive a high-quality experience.

Qualifications

- 5+ years of experience supporting executive-level leadership, preferably in nonprofit, chamber, or corporate setting.
- Demonstrated expertise in board governance and meeting preparation, with proven success supporting executives and boards in dynamic, fast-paced environments.
- Exceptional organizational skills with the ability to prioritize and manage multiple high-level projects simultaneously.
- Strong written and verbal communication skills with a focus on clarity, professionalism, diplomacy, and relationship-building.
- Advanced proficiency with Microsoft Office Suite, project management or CRM tools, and virtual meeting platforms.
- Ability to balance attention to detail with an understanding of big-picture priorities.
- Proactive, adaptable problem-solver who anticipates needs, demonstrates initiative, and keeps tasks on track.
- Steady under pressure, managing competing demands with confidence and tact.
- High level of discretion and judgment in handling confidential and sensitive information.
- Confident presence with the ability to hold executive leadership accountable in a supportive, professional manner.
- Comfortable serving as a gatekeeper for the President's time and organizational focus.

Terms and Compensation

This is a full-time, exempt position with an annual salary commiserate with experience. 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 Fargo Moorhead West Fargo (FMWF) Chamber of Commerce 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.