



## **Executive Director**

Bismarck Parks and Recreation District

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**Closing Date:** 2026-03-13

**Salary:** Starting bi-weekly salary range is \$5,087.88 - \$7,631.80 and will include the comprehensive full-time employee benefits of the BPRD.

### **Description:**

# **Executive Director Job Announcement Bismarck Parks and Recreation District**

Bismarck, North Dakota

As the Executive Director of Bismarck Parks and Recreation District in Bismarck, North Dakota, you will lead a Gold Medal Award winning and CAPRA accredited parks and recreation district with 69 full-time and more than 1,100 part-time employees and provide oversight of a \$28.2 million annual operating budget. You will manage BPRD operations as the chief administrator and develop, along with the Board of Park Commissioners, the operations, capital improvements, staffing, maintenance, acquisitions and financing plans to provide and maintain a comprehensive public parks and recreation program utilizing multiple facilities and grounds. BPRD owns and manages more than 2,700 acres of park land with more than 85 miles of recreational trails and creates programs and places for residents and visitors to enjoy a wide variety of recreation throughout the year. Learn more about Bismarck in this short video.

Candidates must be able to effectively communicate verbally, in writing, and using technology; develop and foster relationships that are beneficial to BPRD with other governmental entities, user groups, clubs, organizations and associations; maintain confidentiality; and work in a team setting, independently with direction and self-directed. Candidates must be able to set and achieve goals, meet timelines, and demonstrate leadership in a group setting with varied audiences and interests, along with creativity, resourcefulness and confidence. The final candidate must be able to pass BPRD's background check process.

Candidates will be screened for these minimum qualifications: A bachelor's degree in parks and recreation administration or sport and leisure management with public administration emphasis, or a related bachelor's degree. A related master's degree is also preferred. Position also requires a minimum of seven years of full-time progressively responsible administrative and executive level management leadership experience. Applicant must possess a current professional certification

(CPRP or CPRE) through the National Recreation and Park Association, or the successful applicant must become certified within six months of hire date. A combination of education and experience that provides the required knowledge, skills and abilities may also be considered. The applicant must possess or have the ability to attain a valid North Dakota driver's license and must be able to lift 30 pounds alone or heavier lifting with other employees. Preferred qualifications include additional education, experience or certifications related to the job description.

Starting bi-weekly salary range is \$5,087.88 - \$7,631.80 and will include the comprehensive full-time employee benefits of the BPRD.

A cover letter, BPRD job application, resume, and two letters of recommendation must be received by 5:00pm CT on March 13, 2026, or until the position is filled.

Mail: Executive Director Search, ES Attorneys, 1100 College Drive, Suite 5, Bismarck, ND 58501

Email: [ParkDistrictApplication@esattorneys.com](mailto:ParkDistrictApplication@esattorneys.com)

The job description and application can be viewed and obtained at the Bismarck Parks and Recreation Office at 400 East Front Avenue, Bismarck, ND 58504 or at <https://www.bisparks.org/jobs/executive-director/>.

For additional information about this position, please contact [ParkDistrictApplication@esattorneys.com](mailto:ParkDistrictApplication@esattorneys.com).

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