



Business Outreach Project Manager

Big Sky Economic Development is looking for a dynamic individual to work with our Business Outreach Team, which includes New Business Recruitment, Workforce Development, Organizational Marketing and Member Investor Programs.

The Business Outreach Project Manager is responsible for the following:

1. Assists recruitment efforts by providing research, coordinating lead generation campaigns, writing and editing copy, managing client communication, and compiling reports in response to Requests for Information (RFI).
2. Coordinates outreach events by booking venues, scheduling speakers, securing vendors (catering, audio/visual, decorations, etc); handling the invitations, reservations and preparation for events; and ensuring all details are in order and meets expectations on the day of the event. Ensure event planning happens within the assigned budget and timeline. Meets with businesses and vendors independently and represents the organization in a professional manner.
3. Coordinates a comprehensive business outreach campaign for the organization (in partnership with BSED program leaders), including communication with existing businesses, scheduling site visits and maintaining a database of outreach activities.
4. Assists in the planning, creating and implementation of communications materials, media plans and press releases both organizationally and programmatically. Develops content for digital marketing, websites, newsletters, and social media platforms.

Qualified candidates must have:

- B2B Networking Experience
- Professional Communication Skills
- Marketing and Public Relations Savvy
- Project Management Skills
- Work Independently with an Eye for Details and Timelines

Education/Experience:

1. Bachelor's Degree in Business, Communications, Marketing or related field required; or equivalent combination of education and experience
2. 1-3 years experience in a professional business setting performing B2B outreach, professional communications, or related experience

Other Info:

- This position reports to the Big Sky Economic Development Director of Marketing and Member Investors
- Full-time position with competitive pay and excellent benefits
- Please see full job description(attached)for more information

To apply:

1. Fill out the attached employment application
2. Include a resume and cover letter
3. Provide a 400-word blog post about a project/initiative in our community
4. Submit application materials via email to Becky@bigskyeda.org

APPLICATION OPEN UNTIL POSITION IS FILLED. FIRST REVIEW BEGINS 08/13/18.



BIG SKY ECONOMIC DEVELOPMENT

222 North 32nd Street, Billings, Montana 59101
(406) 256-6871

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

APPLICANTS: In order to be considered for employment, this application must be completed entirely. Please remember to read and sign the last page.

Today's Date: _____ Position Applying For: _____

Where did you hear about this opening: _____

Name in Full: _____
Last First Middle

Address: _____
Number & Street City State Zip Code

Phone Number: _____ Email: _____

List other names, if any, used on employment or education records:

EDUCATION

	Name of School	Location (City/State)	Last Year Completed	Major & Degree
High School			9 10 11 12	
College			1 2 3 4	
College			1 2 3 4	
College			1 2 3 4	
Business or Trade School			1 2 3 4	

EMPLOYMENT HISTORY

This section must be completed entirely. Please do not write, "see resume." List all work experience, paid or unpaid, beginning with your current or most recent job. Include military experience as well as volunteer jobs that you wish to have considered as part of your qualifications for the position you are seeking.

Describe each job separately, emphasizing your specific tasks and any supervisory, technical or other responsibilities. Explain all breaks in continuous employment. If more space is needed, additional pages can be added.

Position/Title _____ Start Date: _____ End Date: _____

Employer: _____ Phone: _____

Address: _____ City/State/Zip: _____

Salary(optional): _____ Full Time () Part Time () Hours Worked: _____

Supervisor's Name/Title: _____ Phone: _____

Work Performed:

Reason For Leaving:

Position/Title _____ Start Date: _____ End Date: _____

Employer: _____ Phone: _____

Address: _____ City/State/Zip: _____

Salary (optional): _____ Full Time () Part Time () Hours Worked: _____

Supervisor's Name/Title: _____ Phone: _____

Work Performed:

Reason For Leaving:

Position/Title _____ Start Date: _____ End Date: _____
Employer: _____ Phone: _____
Address: _____ City/State/Zip: _____
Salary (optional): _____ Full Time () Part Time () Hours Worked: _____
Supervisor's Name/Title: _____ Phone: _____
Work Performed:

Reason For Leaving:

Position/Title _____ Start Date: _____ End Date: _____
Employer: _____ Phone: _____
Address: _____ City/State/Zip: _____
Salary(optional): _____ Full Time () Part Time () Hours Worked: _____
Supervisor's Name/Title: _____ Phone: _____
Work Performed:

Reason For Leaving:

ADDITIONAL INFORMATION

Professional Memberships & Affiliations:

Professional & Trade Licenses:

Have you ever been employed by this company before? When? In What Job?

Do you have a relative working for this company? Yes ___ No ___
If yes, please explain. This will not exclude you from hire:

Have you ever been convicted of a felony? Yes ___ No ___
If yes, please explain. This may not necessarily exclude you from hire:

Why are you interested in this particular job?

What skills and training qualify you for this position?

What portion of your work experience qualifies you for this job?

REFERENCES

Please provide the details of three professional references of your previous employers.

Name	Address	Telephone	Occupation	Years Known
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Name	Address	Telephone	Occupation	Years Known
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Name	Address	Telephone	Occupation	Years Known
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READ THE FOLLOWING CAREFULLY, THEN SIGN AND DATE THE APPLICATION:

I certify that all information I have provided in order to apply for and secure work with BIG SKY ECONOMIC DEVELOPMENT is true, complete and correct. If any information provided by me is found to be false, incomplete or misrepresented in any respect, it will be sufficient cause to cancel further consideration of this application, or immediately discharge me from BIG SKY ECONOMIC DEVELOPMENT'S service, whenever it is discovered.

I expressly authorize BIG SKY ECONOMIC DEVELOPMENT and its agents, without reservation, to contact and obtain information from all references, employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information regarding me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding BIG SKY ECONOMIC DEVELOPMENT or its agents for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that BIG SKY ECONOMIC DEVELOPMENT does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that completion of this Application for Employment does not guarantee that BIG SKY ECONOMIC DEVELOPMENT has employed me.

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement.

Date: _____ Signature: _____

Job Description	
Business Outreach Project Manager	
Reports To: Marketing Director	FLSA Status: Non-Exempt
Position Status: Regular, Full-time	Revision Date: July 2018

Summary

The Business Outreach Project Manager will work as part of a team to provide support and assistance to the Marketing, Member Investor, BillingsWorks and Recruitment directors. The Business Outreach Project Manager will implement a business outreach program and produce and implement content for social media, marketing, newsletter campaigns, press releases, and reports as well as coordinate outreach events.

Essential Duties and Responsibilities

To perform the job successfully, an individual must be able to function at a high level and perform each essential duty independently and accurately. The duties listed are a representation of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Oversee multiple projects for three program directors covering organizational and program communications/marketing, member investors, workforce development, new business recruitment and assist in project management for each.
2. Coordinate a comprehensive business outreach campaign for the organization (in partnership with all BSED program leaders), including communication with existing businesses, scheduling site visits and maintaining a database of outreach activities.
3. Meets with businesses and vendors independently and must represent the organization in a professional manner.
4. Coordinate outreach events by booking venues, scheduling speakers, securing vendors (catering, audio/visual, decorations, etc); handling the invitations, reservations and preparation for events; and ensuring all details are in order and meets expectations on the day of the event. Ensure event planning happens within the assigned budget and timeline.
5. Assists in the planning, creating and implementation of communications materials, media plans and press releases both organizationally and programmatically.
6. Develops content for digital marketing, websites, newsletters, and social media platforms.
7. Manages multiple social media accounts and websites across the organization.
8. Assist recruitment efforts by providing research, coordinating lead generation campaigns, writing and editing copy, managing client communication, and compiling reports in response to Requests for Information (RFI).
9. Performs general administrative duties.
10. Other duties as assigned.

Required Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform job duties at a high level:

1. Professional Communication — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, proper grammar, and professional etiquette.
2. Office Equipment/Computer/Technical – Proficiency in basic office and computer equipment as well as an ability to use Microsoft Office Suite products. Adept at website content management, digital marketing and social media networks.
3. Project/Process Management – Strong ability to handle multiple tasks in order to meet deadlines and work demand. Ability to solve problems that arise throughout the process. Ability to deliver a finalized, completed result.
4. Written and Oral Communications –Strong interpersonal and professional communication skills. Successfully works with a variety of people on all levels and communicate effectively in written form, over the phone and in person. Must be a strong writer and able to produce content for all media channels including press releases, social media updates, web content and newsletter articles.
5. Detail Orientated – Strong ability to achieve thoroughness and accuracy when accomplishing a task, while ensuring small details are not overlooked. Uses checklists, schedules, calendars, etc. to ensure no details are missed.
6. Work Independently – ability to manage assigned projects, timelines, deadlines and details with accuracy and without the need of direct supervision.
7. B2B Networking – ability to build successful professional relationships across a variety of platforms and settings.

Minimum Qualifications

- Bachelor's Degree in Business, Communications, Marketing or related field required; or equivalent combination of education and experience
- 1-3 years experience in a professional business setting performing B2B outreach, professional communications, or related experience

Job Requirements

Additional job requirements include:

1. This job may require work-related travel, with occasional overnight stays, by personal vehicle, rented vehicle or commercial transportation to participate in business-related meetings. Occasional driving may be required.
2. Must have reliable transportation, be able to operate a motor vehicle, have a valid driver's license, and have the ability to travel.
3. Office hours are generally 8 a.m. until 5 p.m. with regular early morning, lunch hour, or evening and weekend work required.
4. Work is performed in the Big Sky Economic Development offices as well as at vendor and agency offices and other meeting or project sites.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; speak (with clarity) and hear. The employee frequently is required to walk, sit, and climb or balance. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

Working Environment

Work is in a normal office environment with noise levels that are usually moderate. Working conditions require high attention to detail and deadlines frequently.