



**BIG SKY
ECONOMIC DEVELOPMENT**

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

COMMUNITY DEVELOPMENT PROJECT MANAGER

The Community Development Project Manager (CDPM) is part of Big Sky Economic Development's Community Development program. The CDPM facilitates collaborative community projects that contribute to successful business operations, job creation, and creating desirable quality of life. The CDPM performs:

- 1) Project Management
- 2) Grant Writing and Grant Administration
- 3) Project Planning, Outreach and Research
- 4) Administrative, Recordkeeping, Budget Management, and Compliance
- 5) Business Tax Abatements

Must have excellent writing, research, and project management skills. Ideal candidate will have demonstrated competency in persuasive writing, team collaboration, effective communication and attention to detail. A working knowledge of State, Federal and private grant/loan programs, community planning projects, urban renewal, reporting, budgets and financial management is highly desired. Experience with public speaking and group facilitation a plus.

Other info:

- Bachelor's Degree in a related field required
- 3 years of comparable experience desired
- Full time salaried position with excellent benefits
- This position reports to the Director of Community Development

To apply:

1. Fill out an employment application (found at www.bigskyeconomicdevelopment.org)
2. Include a resume and cover letter
3. Include a 1-page professional writing sample
4. Submit materials via email to Becky@bigskyeda.org

Application closes August 10, 2017



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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: _____ 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: _____ 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: _____ 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: _____ 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	
COMMUNITY DEVELOPMENT PROJECT MANAGER	
Reports To: Director of Community Development	FLSA Status: Exempt
Supervisory Responsibilities: None	Position Status: Regular, Full-Time

Summary of Essential Roles and Responsibilities

The Community Development Project Manager works in Big Sky Economic Development’s Community Development program area and work is performed under the direction of the Community Development Director. The Community Development Project Manager facilitates collaborative community projects that contribute to successful business operations, job creation, and desirable quality of life. The Community Development Project Manager performs 1) Project Management, 2) Grant Writing and Grant Administration, 3) Project Planning, Outreach and Research, 4) Administrative, Recordkeeping, Budget Management, and Compliance, and 5) Business Tax Abatement.

Essential Duties and Responsibilities

1. Research grant/loan opportunities that will help fund projects and programs needed by Big Sky Economic Development or its clients, including Yellowstone County
2. Write grant/loan proposals in accordance with funder standards and requirements
3. Establish awareness of potentially fundable programs
4. Establish a working network with funding agency administrators
5. Work with sponsoring agencies to develop funding and project proposals
6. Make presentations before potential funders and before clients and public officials; assist with program status reports to sponsoring agencies and to the Big Sky Economic Development Board
7. Administer successful grant/loan awards and projects in accordance with applicable standards, regulations, and reporting requirements
8. Interpret financial statements and develop project budget documents, budget adjustments, process purchase orders/requisitions, approve expenditures
9. Interpret and apply Federal, State or local departmental rules, policies, and regulations in accordance with prescribed procedures and guidelines, and insure federal compliance
10. Perform administrative work related to environmental reviews
11. Conduct grant-writing educational workshops regarding the grant-seeking process to support community needs in this area
12. Perform related work as required, including data entry, filing, support services and other duties as assigned
13. Maintain and build community outreach efforts to rural communities throughout the county
14. Work with internal programs to support the overall mission of Big Sky Economic Development

Community Development Project Management

1. Pre development activities for future projects-conceptual ideas
2. Develop and administer RFP/RFQ processes following federal, state, and county regulations
3. Administer contracts and projects in accordance with applicable standards, regulations, and reporting requirements
4. Manage project activities including scope of project, work plan, scheduling and deadlines, consultants, grants, expenditures and budgets
5. Make presentations, conduct public meetings, and build community consensus
6. Plan and coordinate project events
7. Prepare and submit reporting documents
8. Develop strategies, advise clients, and develop solutions to successfully complete projects and activities
9. This position has full responsibility for the project management process. Plans process, manages the RFP process for hiring consultants, manages consultants, develops project schedules, task, hold consultants accountable, is accountable to funders and organizations, sets and adheres to deadlines, anticipates problems and finds creative way to solve them, communicates changes in project, scope, timeline, budget, progress, authorizes work, approves work of consultants.
10. In the role of CDPM, advises the executive director and the board of directors on appropriate grant funding and project assessments. Provides analysis and recommendations to the Yellowstone County Commissioners, Billings City Council, Laurel City Council, as well as business and non-profit entities on projects and activities.

Grant Writing and Grant Administration

1. Research grant/loan opportunities to fund projects and programs needed by Big Sky Economic Development and its clients, including Yellowstone County
2. Write grant/loan proposals in accordance with funder standards and requirements
3. Work with and advise sponsoring agencies to develop funding and project proposals
4. Establish a working network with funding agency administrators
5. Administer grant/loan awards in accordance with applicable standards, regulations, and reporting requirements
6. Develop project budgets, approve expenditures and process purchase orders/requisitions.

Planning, Outreach, and Research

1. Community Engagement –Build and maintain partnerships with community taskforces, committees and participate in public meetings
2. Establish awareness of potentially fundable programs
3. Work with City and County Planning agencies in guiding redevelopment efforts
4. Work with and advise sponsoring agencies to develop funding and project proposals
5. Make presentations before potential funders and before clients and public officials; assist with program status reports to sponsoring agencies and to the Big Sky Economic Development Board
6. Conduct/teach grant-writing and educational workshops
7. Build and maintain community outreach efforts to rural communities throughout the County
8. Collaborate with internal programs to support the overall mission of Big Sky Economic Development
9. Provide community education, outreach, and consensus building through public presentations to local officials, cities, towns, civic organizations, and community groups

Administrative, Recordkeeping, Budget Management, and Compliance

1. Assist with status reports to sponsoring agencies and to the Big Sky Economic Development Board
2. Interpret financial statements and develop project budget documents, budget adjustments, process purchase orders/requisitions, and approve expenditures
3. Interpret and apply Federal, State or local departmental rules, policies, and regulations in accordance with prescribed procedures and guidelines, and insure federal compliance
4. Perform administrative work related to environmental reviews
5. Perform related work including data entry, filing, support services and other duties as assigned

Tax Abatements and Business Services

1. Evaluate businesses eligibility to apply for a tax abatement
2. Advise the business on their options for a tax abatement
 3. Complete required forms and Interpret financial statements for the tax abatement, determine type of abatement, certify amount and prepare recommendations for City Council and Yellowstone County Commissioners
 4. Advise Commissioners and Council on decision
 5. Consult with Department of Revenue on date to become effective.
 6. Monitor compliance of all abatements annually
 7. Collect and analyze data, prepare an Annual Report
 8. Advises City Council and County Commissioners on current status of all abated businesses and present results

The duties listed above are intended as 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.

Required Knowledge, Skills and Abilities

The position of Community Development Project Manager provides support for community development projects throughout Yellowstone County. The Community Development Project Manager must have a working knowledge of Federal, State and private foundation grant/loan programs, and knowledge of Federal and State rules and regulations for grant/loan programs. In that role, the Manager must have experience and education in community planning and development principles and practices, grant writing and grant administration, and a working knowledge of grant management information systems, financial reporting, and federal and state fiscal management rules and regulations. Expertise with computerized grant administration and the operation of modern office equipment, computers, and word processing, spreadsheet, database management, presentation and communication tools will be needed for this position.

This position requires excellent verbal and written communication skills, the ability to work independently while staying accountable, and to work with a wide variety of individuals and organizations. The position must be client focused with a strong customer-service objective. All community development work is done in a manner that maintains and protects the confidentiality of any and all client and organizational information, as guided by our personnel policies.

1. This position must advise city council, Yellowstone County Commissioners, community groups, businesses, and non-profits on projects throughout Yellowstone County. Advising and consulting is

- provided by this position on projects including direction of project, viability of a project, costs, and benefits.
2. This position requires an advanced level of analytical thinking and reasoning to determine appropriate action and next steps on projects with implications that may affect the organization and clients. Creative problem solving, using sound judgment and discretion with projects, community leaders, and political representatives.
 3. Working knowledge of Federal, State and private foundation grant/loan programs
 4. Knowledge of Federal and State rules and regulations for grant/loan programs
 5. Utilizes different software programs for reporting, analysis, and research. Demonstrates intermediate to advanced knowledge of word processing programs, spreadsheets, and specialized programs.
 6. Skill in operating a personal computer and its software, including word processing, spreadsheets, PowerPoint, along with telephone, 10-key, calculator, copy machine, fax machine and other modern office equipment
 7. Uses complex reporting systems for grant management, specialty software for recording results, grant applications. High level of proficiency in writing, grammar, communication in writing, public speaking, media presentations.
 8. Ability to write creatively and persuasively, with correct grammar, spelling, and punctuation
 9. Ability to understand and follow specific instructions and guidelines
 10. Demonstrates advanced level of communication skills. Develops and prepares concise legal documents, contracts, agreements for services and projects, prepares through reports and analysis of projects, presentations to diverse groups of individuals, conducts focus groups, public meetings, collects and articulates in reports finding. Develops press releases, reports, and media presentations.
 11. Ability to work productively in a team atmosphere with minimal supervision
 12. Ability to work with diverse agencies, groups and individuals, using active listening skills
 13. Ability to understand and follow complex oral and written instructions
 14. Ability to handle stressful situations, with demanding timelines, and multiple tasks/deadlines
 15. Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing business and non-profit information and/or technology
 16. Ability to maintain and protect the confidentiality of any and all client and organizational information under the guidelines of the personnel policies
 17. Must be able to operate a motor vehicle, have a valid driver's license, and must be available to travel

Minimum Qualifications

Bachelor's Degree from an accredited college or university in business, planning, community development, business administration, public administration, or closely related field; a Master's Degree in planning, public administration, business, or related field from an accredited institution is preferred; and, three-years of directly-related public administration, community development, grant writing, and/or project management experience; with applied knowledge in grant administration. A combination of education and experience deemed appropriate for the duties and responsibilities of this position will meet these qualifications.

Physical Abilities and Job Requirements

The physical demand described here are representative of those that must be met by an employee in order to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

- The job may require work-related travel, with occasional overnight stays, by personal vehicle and commercial transportation to participate in business-related meetings.
- Daily duties of this job will involve reasonable amount of standing, sitting, lifting, driving, public speaking, and computer use. Such activities will require sufficient manual dexterity, vision, mobility, clarity of speech, and hearing to effectively perform the duties and responsibilities of this position.
- Hours of work are generally 8 a.m. until 5 p.m. Monday through Friday, with frequent early morning, lunch hour, or evening and weekend work as required to meet deadlines or participate in public meetings or hearings.
- Work is performed in the Big Sky Economic Development offices as well as at the Yellowstone County Courthouse, client and agency offices and other meeting or project sites.
- Some projects require CDPM to be at project sites during inclement weather including extreme cold, snow, rain, and extreme heat.

Physical Demands and Working Conditions

Work is in a normal office environment. Working conditions require moderate physical effort moving between 5 and 25 pounds, where effort is intermittent. Working conditions require high attention to detail and deadlines frequently. A typical workday involves exposure to one disagreeable element present, in moderate intensity, on an intermittent basis. Occasional driving is required.