

POWERED BY



COMMUNITY DEVELOPMENT PROJECT MANAGER

Join our award-winning team and play an integral part in building our community!

Big Sky Economic Development is looking for a dynamic individual to join their distinguished Community Development team. This position facilitates collaborative community projects that contribute to successful business operations, job creation, and desirable quality of life in Yellowstone County.

In this job, you would be responsible for:

- Researching, planning, administering, and completing assigned projects
- Establishing project scope, work plans, project deadlines and timelines, project deliverables, and budgets
- Researching, writing, and submitting grant applications and proposals as well as manage grant reporting
- Managing RFP/RFQ processes, selecting and managing consultants, and achieving desired outcomes
- Building and maintaining partnerships with community taskforces, committees, as well as participating in public meetings
- Aiding local agencies in redevelopment efforts, including the development of funding and project proposals
- Conducting data analysis and preparing a comprehensive report
- Developing status reports and presenting before community groups and partnerships

You're a good fit for this job if you have:

- A Bachelor's Degree in business, planning, community development, public administration, or related field, or an equivalent combination of education and job-related experience
- Previous experience in grant writing and grant administration (strongly preferred)
- Public administration, community development, or community project management experience
- A working knowledge of Federal, State, and private foundation grant/loan programs
- A fundamental knowledge of Federal and State rules and regulations for grant/loan programs
- A proficiency in fundamental office and computer equipment including Microsoft Office Suite, Adobe, virtual meeting platforms, and cloud-based software applications
- Excellent personal effectiveness and time management skills
- Ability to balance the priorities and deadlines of multiple projects

Please see the position's job description for a full summation of the roles, responsibilities, and requirements of this position. (Accessible when clicking on the application link below.)

Other info you should know:

- This position reports to the Director of Community Development
- This is a full-time, salaried position eligible for our full suite of benefits including medical, dental, retirement (PERS), life, holiday pay, sick pay and three weeks of vacation pay a year.
- We offer wages based on regional market data and commensurate with experience.
- The position is located in Billings, MT

How to Apply:

1. Fill out an employment application and upload your resume and cover letter by clicking [HERE!](#)
2. Send all inquiries to Careers@bigskyeda.org

**APPLICATION WILL REMAIN OPEN UNTIL POSITION IS FILLED
FIRST REVIEW BEGINS MAY 14, 2021**

Check us out on [Facebook](#)

Take a behind-the-scenes look of life at BSED on Instagram
[#lifeatbsed](#)