

<b>Job Description</b>	
<b>COMMUNITY DEVELOPMENT PROJECT MANAGER</b>	
<b>Reports To:</b> Director of Community Development	<b>FLSA Status:</b> Exempt
<b>Position Status:</b> Regular, Full-Time	<b>Revision Date:</b> April 2021

### **Summary of Essential Roles and Responsibilities**

The Community Development Project Manager works in Big Sky Economic Development’s Community Development program area and reports to the Director of Community Development. The Community Development Project Manager facilitates collaborative community projects that contribute to successful business operations, job creation, and desirable quality of life in Yellowstone County.

### **Essential Duties and Responsibilities**

To perform the job successfully, an individual must be able to perform each essential duty to a high level. Duties are performed under the general direction of the Community Development Director and 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.

#### General Duties

1. Responsible for researching, planning, administering and completing assigned projects which may cross several functional levels.
2. Serves as the project liaison and is responsible for project deliverables, budgets, timelines, grant writing and administration, and compliance.
3. May manage one or more projects simultaneously.
4. Work with internal programs to support the overall mission of Big Sky Economic Development.
5. Perform related work as required including data entry, filing, and support services.
6. Other duties as assigned.

#### Project Management Duties

1. Full responsibility for the project management process including providing leadership and oversight, setting the scope of the project, building the work plan, managing project timeline and deadlines, project deliverables, setting budgets, and managing and approving expenditures.
2. Responsible for the RFP/RFQ process, hiring and managing consultants, as well as authorizing and approving their work and holding them accountable for outcomes.
3. Accountable to project funders and related organizations, adheres to set deadlines, anticipates problems and finds creative solutions to resolve them, and communicates changes in project, scope, timeline, budget and outcomes.
4. Develop and prepare concise legal documents, contracts, and agreements for services and projects.
5. Administer contracts and projects, including preparing and submitting reporting documents, in accordance with applicable standards, regulations, and reporting requirements.

6. Assist in the planning of long-term and short-term strategic objectives.
7. Make presentations, conduct public meetings, and build community consensus.
8. Formulate next steps and provide senior leadership with recommendations.
9. Advise, provide 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 Duties

1. Research, write, prepare and submit grant applications and proposals for existing or proposed projects in accordance with funder standards and requirements.
2. Administer grant/loan awards in accordance with applicable standards, regulations, and reporting requirements.
3. Initiates and maintains communication with relevant agencies and establishes positive working relationships.
4. Research and conduct data analysis, interpret financial statements and assist in the design of data presentation.
5. Advise agencies in developing funding and project proposals.

#### Planning, Outreach, and Research Duties

1. Build and maintain partnerships with community taskforces, committees and participate in public meetings.
2. Establish awareness of potentially fundable projects.
3. Guide local agencies in redevelopment efforts.
4. Develop funding and project proposals with local agencies.
5. Make presentations and status reports before potential funders, clients, public officials, and local agencies including the BSED Board.
6. Conduct/teach grant-writing and educational workshops.
7. Build and maintain community outreach efforts throughout the County.
8. Building consensus through community education, outreach and public presentations to local organizations.
9. Review books, journals, technical reports and electronic media relevant to economic development.

### **Required Knowledge, Skills and Abilities**

The requirements listed below are representative of the knowledge, skill, and/or abilities required.

- Working knowledge of Federal, State and private foundation grant/loan programs.
- Fundamental knowledge of Federal and State rules and regulations for grant/loan programs.
- Strong proficiency in fundamental office and computer equipment as well as Microsoft Office Suite, Adobe, virtual meeting platforms, and cloud-based software applications.
- Advanced verbal and written communication skills and ability to write creatively and persuasively, with correct grammar, spelling, and punctuation.
- Ability to balance the priorities and deadlines of multiple projects.
- 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.

- Demonstrates creative problem solving, sound judgment and discretion with projects, community leaders, and political representatives.
- Ability to keep sensitive information confidential.
- Ability to understand and follow complex instructions and guidelines.
- Ability to build consensus with diverse groups of individuals through public speaking and active listening.
- Ability to handle stressful situations in a professional and respectful manner.
- Ability to learn quickly and use new skills and knowledge brought about by rapidly changing business and non-profit information and/or technology.
- Ability to remain politically impartial.

### **Minimum Qualifications**

- Bachelor's Degree from an accredited college or university in business, planning, community development, business administration, public administration, or closely related field.
- 1-3 years of directly related public administration, community development, grant writing, grant administration and/or project management experience.
- A combination of education and experience deemed appropriate for the duties and responsibilities of this position will meet these qualifications.

### **Job Requirements**

Additional job requirements include:

- The job may require work-related travel, with occasional overnight stays, by personal vehicle, rented vehicle and commercial transportation to participate in business-related meetings.
- Must have reliable transportation, be able to operate a motor vehicle, have a valid driver's license, and be available to travel.
- 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 occasionally require the CDPM to be at project sites during inclement weather including extreme cold, snow, rain, and extreme heat.

### **Physical Demands**

This job requires the ability to work on a computer for prolonged periods of time, perform data entry, speak (with clarity) and hear, and be able to move up to 25 pounds. The employee frequently is required to walk, sit, and climb or balance. Specific vision abilities 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.