BIG SKY ECONOMIC DEVELOPMENT

EDA • EDC CREATING MONTANA BUSINESS OPPORTUNITIES

Community Development Project Manager
Big Sky Economic Development (BSED)

Dynamic position working on community projects throughout Yellowstone County as part of the Big Sky Economic Development(BSED) team.

Ability to facilitate collaborative community projects contributing to successful business operations, job creation, and desirable quality of life. Working knowledge of grant/loan programs, planning, and urban renewal preferred. Must have excellent skills in writing, research, grant & project admin., reporting, state & federal compliance, budgets, and fiscal management.

Team-oriented communicator, skilled in detailed, persuasive writing & public speaking. Bachelor's Degree required.

Full-time salaried position with benefits. Application materials available at www.bigskyeconomicdevelopment.org or by calling 406-256-6871.

Position open until filled, review of applications begins October 2.

Position Description

Community Development Project Manager

Status: Full-Time/Salaried **Salary Range:** $44,000 - $48,000

Reporting Responsibilities: Reports to the Director of Community Development

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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 and Research, and 4) Administrative, Recordkeeping, Budget Management, and Compliance.

Duties may include work associated with the US EPA Brownfields program and urban renewal efforts, community and business development projects including Tax Increment Finance Districts and Targeted Economic Development Districts, Affordable Housing, Workforce Development, infrastructure improvement projects, and grant applications to the US Economic Development Administration, Montana Department of Commerce grant programs, Community Development Block Grant program, USDA Rural Development, Montana Coal Board, and the Treasure State Endowment Program.

Specific Duties and Responsibilities

<u>Community Development Project Management</u>

1. Pre development activities for future projects
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, and budgets
5. Make presentations, conduct public meetings, and build community consensus
6. Plan and coordinate project events
7. Prepare and submit reporting documents

<u>Grant Writing and Grant Administration</u>

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 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, process purchase orders/requisitions, and approve expenditures

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 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 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 and outreach 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

The duties listed 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. The position requires experience and/or 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 office equipment, computers and current software including Microsoft Office and Adobe Acrobat are 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. Working knowledge of Federal, State and local grant/loan programs including rules and regulations
2. Proficient in operating computers and current software, including Microsoft Office and Adobe Acrobat
3. Ability to write creatively and persuasively, with correct grammar, spelling, and punctuation

4. Ability to understand and follow complex oral and written instructions and guidelines
5. Ability to effectively communicate orally and in writing
6. Ability to work productively in a team atmosphere with minimal supervision
7. Ability to work professionally with diverse agencies, groups and individuals, using active listening skills
8. Ability to handle stressful situations, with demanding timelines, and multiple tasks/deadlines
9. 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
10. Ability to maintain and protect the confidentially of any and all client and organizational information under the guidelines of the personnel policies
11. 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 community development, planning, 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 but not required; 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 and be considered.

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 and 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.

POSITION TITLE: <u>Community Development Project Manager</u>

Acknowledgement of receipt and understanding of this job description:

Signed by: _____ DATE: _____

BIG SKY ECONOMIC DEVELOPMENT AUTHORITY
222 NORTH 32ND STREET
BILLINGS, MONTANA 59101
(406) 256-6871
APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANTS: IN ORDER TO BE CONSIDERED FOR EMPLOYMENT, THIS APPLICATION MUST BE COMPLETED ENTIRELY. PLEASE REMEMBER TO PRINT CLEARLY, READ AND SIGN THE LAST PAGE.

Today's Date: _____ Position Applying For: _____

Name in Full: _____
Last First Middle

Address: _____
Number & Street City State Zip Code

Phone #: _____ Message Phone: _____

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

_____

EDUCATION

	Name/City, State of School	Course of Study	Check Last Year Completed	List Diploma or Degree
High School			**9** ☐ **10** ☐ **11** ☐ **12** ☐	
College			**1** ☐ **2** ☐ **3** ☐ **4** ☐	
Graduate School				
Other Training				

EMPLOYMENT HISTORY

This section must be completed entirely. Do Not substitute a 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: _____

MONTANA PREFERENCE ACTS

If you are claiming reference under Montana Veterans' Employment Preference Act or Handicapped Persons' Employment Preference act, complete the following:

To claim Veterans' Employment Preference you must be a U.S. Citizen and check on of the boxes below:

☐ **A Veteran separated under honorable conditions,**
☐ **A Disabled Veteran separated under honorable conditions,**
☐ **The spouse of a disabled Veteran if the veteran's disability prevents him/her from working,**
☐ **The remarried surviving spouse of a veteran or disabled veteran,**
☐ **The mother of a veteran, if the Veteran lost his/her life under honorable conditions while serving in the Armed Forces, or has a service-connected, permanent, and/or total disability.**

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 will not 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? _____

_____

_____

READ THE FOLLOWING CAREFULLY, THEN SIGN AND DATE THE APPLICATION:

Your interest in employment with Big Sky Economic Development Authority is sincerely appreciated. Please feel free to attach your resume to this application or any other additional comments that you feel will be helpful in evaluating your qualifications for the position.

I understand that falsification, misrepresentation or omission of information is sufficient cause for rejection of this application, or if hired, dismissal from employment.

I grant permission for the representatives of the Big Sky Economic Development Authority to investigate my references and release said Company, as well as my former employers, from any and all liability resulting from such investigation.

Date: _____ Signature: _____