

| Job Description | |
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| SENIOR DIRECTOR – RECRUITMENT & COMMUNITY DEVELOPMENT | |
| Reports To: Executive Director | FLSA Status: Exempt |
| Position Status: Regular, Full-time | Revision Date: Feb 2023 |

Summary

The Senior Director of Recruitment and Community Development provides leadership and strategic direction for two essential elements of the Big Sky Economic Development mission—new business recruitment and community development. In this role the position leads a team that executes both the recruitment and community development workplans. Business recruitment areas of focus include the proactive recruitment of new business to Yellowstone County (Billings) and supporting the expansion of existing industries in new private investment and job creation. Community development areas of focus include brownfields assessments and brownfields RLF, tax abatements, quality of place initiatives and planning, infrastructure planning and development, grant writing and administration, and an interlocal agreement with Yellowstone County for grant support services.

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.

General Ledger Management

1. Provide leadership and support for department team members, encouraging the achievement of their professional development and program goals
2. Direct a team that is charged with the planning and execution of community development and new business recruitment strategy for Yellowstone County
3. Serve as the main point of contact and lead for business recruitment projects
4. Create and implement a reporting structure that informs BSED's team and Board of the impacts of the community development and recruitment department
5. Maintain a strong team awareness to best achieve both community development and recruitment goals, managing workload across the team to support both areas of responsibility
6. Partner with other Senior Directors on the implementation and adherence to a CRM to drive accountability and collaboration toward program-area, department and organizational goals
7. Collaborate with community development partners, including Yellowstone County, City of Billings, Downtown Billings Alliance, property owners, Billings Chamber, local and regional developers, and federal and state agencies to achieve our community development goals

8. Manage the strategic partnerships with local commercial brokers, landowners, City & County leadership, BSED recruitment committee to build strong collaboration efforts to attract new business to Billings.
9. Partner with state agencies (MT Department of Commerce and Governor's Office of Economic Development) and foster partnerships among other economic development organizations (Montana Economic Developers Association) to achieve local and mutual recruitment goals
10. Maintain professional conduct/relations and Interface effectively with CEOs (and site selectors & real estate managers) of a myriad of industries, demonstrating our commitment to partnership and timely follow-through
11. Continue a proactive approach to grant solicitation that helps to fund elements of the community development workplan and Strategic Priority objectives
12. Facilitate the Board-member-led Recruitment Committee, and provide regular updates to the BSED Board of Directors in collaboration with Executive Director
13. Serve as a member of the BSED Leadership Team, as designated by the Executive Director, providing thoughtful, timely information, strategic thinking and decision making to support the success of BSED
14. Provide for the research, data collection, and reporting that supports the community's knowledge and understanding of the economic strengths, limitations and trends of Yellowstone County, including the Economic Pulse Report and State of the Workforce Report (a collaboration with BillingsWorks)
15. Execute an effective and efficient plan to monitor state and federal regulation and funding opportunities that would support new business attraction and community development objectives
16. Work in partnership with BillingsWorks to build workforce plans for expanding and new businesses, helping to identify unique staffing and training workforce recruitment tools

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 Expertise – Knowledge of all facets of business recruitment and the full scope of community development tools and practices, with expertise in redevelopment/ brownfields strategies, recruitment incentives, tax increment financing, and public/private partnerships related to both recruitment and redevelopment.
2. Community Development - Ability to build relationships, seek collaboration, market and sell communities, and knowledge of the value and essential elements of an “invest in quality of life” strategy for economic development, including a keen understanding of the models and practices of community placemaking.
1. Consulting/Advising Skills – possesses keen business acumen to effectively analyze, interpret, and coach clients from various industries on multi-faceted business concepts and through all facets of the business planning process.
2. Interpersonal Relations – ability to build strong relationships, create positive, lasting impressions and communicate effectively with a diverse group of people.

3. Leadership Skills – ability to influence, motivate, and elevate others to do more than they knew possible.
4. Communication Skills— 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.
5. Personal Effectiveness/Time Management - ability to strategically utilize time and resources to manage priorities, timelines, deadlines and details under pressure, with accuracy, and to a high level of proficiency.
6. Technical Capability –Strong proficiency in fundamental office and computer equipment, Microsoft Office Suite, CRM platforms, cloud-based software applications, and virtual communication platforms.
7. Teamwork Oriented – ability to effectively partner within a collaborative effort to achieve common goals and outcomes.
8. Adaptability – ability to modify actions, direction or approach to changing situations and expectations in a respectful and professional manner.

Minimum Qualifications

- Bachelor's degree in business, public policy, political science, or related field of study
- 3 to 5 years of experience leading and developing teams
- 3 to 5 years of experience directly related to economic development, with a focus on new business recruitment and community development
- Previous experience selling and marketing communities for business expansion strongly preferred
- A combination of experience and education equivalent to the knowledge, skills and abilities necessary to perform the work at a high level will be considered.

Job Requirements

Additional job requirements include:

1. This job requires 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; must be able to operate a motor vehicle and have a valid driver's license.
2. This is a full-time, salaried, exempt position. Office hours are generally 8 a.m. until 5 p.m. with occasional early morning, lunch hour, or evening and weekend work required.
3. 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

