

Senior Director for Business Recruitment and Community Development

Now is the time to join us and make a difference in the economic future of Billings. Be a force in growing our region's vibrant economy by leading the strategic direction for new business recruitment and community development.

Do you have the natural talent, skills, and experience to be the point of contact for a premier community's growth? Can you quickly build relationships and establish trust while promoting Billings Montana and surrounding areas? If so, we need to talk!

In this role, the successful candidate would lead a team that executes proactive recruitment of new business to Yellowstone County (Billings) and supports the expansion of existing industries, providing new private investment and job creation. Because business recruitment and community development go hand-in-hand, the Senior Director position is also responsible for overseeing community development areas of focus.

JOB SUMMARY: The Senior Director of Business 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.

See full job description at

<https://bigskyeconomicdevelopment.org/about-bsed/careers/>

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

- Bachelor's degree in business, communications, political science, or related field of study
- A minimum of 3 years of experience leading and developing teams, building trust and accountability toward measurable outcomes

- At least 3 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.
- Ability to travel regularly

Other info you should know:

- This position reports to the Executive Director.
- 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.
- This is a full-time, exempt (salary) position eligible for our full suite of benefits including medical, dental, retirement (PERS), life insurance, 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, Montana.

- Known as Montana's Trailhead, the largest city in the state, there's a lot to like about Billings: our community connects visitors to the authentic historical west. Residents and guests can immerse themselves in modern conveniences on the edge of the genuine frontier. From the Yellowstone River to the Rimrocks and everything in between, we're "on the grow" as an economically vibrant city. We're proud to be the regional hub for financial services, world-class healthcare and consumer product manufacturing. This is our home and the place where businesses succeed, families flourish and the life balance most can only dream of is a reality.

How to Apply:

1. Fill out an employment application and upload your resume and cover letter by clicking on: <https://www.surveymonkey.com/r/FJ2M7MZ>
2. Send all inquiries to Careers@bigskyeda.org

**THIS IS AN IMMEDIATE OPENING AND LOOKING TO BE FILLED ASAP.
APPLICATION WILL REMAIN OPEN UNTIL POSITION IS FILLED.**

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