

## Senior Director for Recruitment and Community Development

Do you have a calling to serve our community, impacting the lives of others and achieving something bigger than self? At BSED we serve with passion and excellence. Want to be a part of building community and impacting lives? Join us.

Big Sky Economic Development is looking for a dynamic leader to provide leadership and strategic direction in the areas of new business recruitment and community development. In this role, you 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. Community development areas of focus include community planning and partnerships, executing responsibilities under an interlocal agreement with Yellowstone County related to countywide infrastructure needs, managing projects and administering grants for strategic revitalization initiatives, new infrastructure investments and quality of place developments.

**This Senior Director position reports directly to the Executive Director, and is responsible for:**

- Leading a team that is charged with the planning and execution of community development and new business recruitment strategy for Yellowstone County
- Supporting team members in their professional development and the achievement of our standard of excellence as subject matter experts in economic development
- Serving as the main point of contact and lead for business recruitment and community development projects, driving achievement of both community development and business recruitment goals
- Management of program budget, reporting and compliance activities and providing regular updates through facilitation of Board-member-led Recruitment Committee and Executive Director
- Management of strategic partnerships with community development partners, local and state agencies, and business and industry leaders to build strong collaboration efforts to attract new business to Billings.
- Serving 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
- Participation in grant solicitation activities and execution of an effective and efficient plan to monitor state and federal regulation and funding opportunities that would support new business attraction and community development objectives

- This position routinely speaks on behalf of the organization, encouraging partnerships, investment, and collaboration essential to the community's economic growth

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

- Bachelor's degree in business, communications, political science, or related field of study
- 3 to 5 years of experience leading and developing teams, building trust and accountability toward measurable outcomes
- 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.
- Ability to travel regularly

*A full job description will be made available during the interview process.*

**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.

**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](mailto: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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[#lifeatbse](#)