



- Research, write, prepare and submit grant applications for existing or proposed community projects and or businesses in accordance with funder standards and requirements.
- Administer grant/incentive awards in accordance with applicable standards, regulations, and reporting requirements.
- Effectively communicate the value proposition of Yellowstone County for prospective businesses leveraging data, community relationships, and industry experts
- Proactively connect with business leaders, state-wide partners, and stakeholders to establish value of the Community Development/Recruitment department and all Big Sky Economic Development programs.

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

- Bachelor's degree in Business, Communication or related field preferred or equivalent combination of education and experience.
- 1-3 years of directly related project management, economic development, community development and/or grant writing experience.
- 1-3 years of experience with professional relationship building
- Must have reliable transportation, be able to operate a motor vehicle, have a valid driver's license, and be able to travel.
- A combination of education and experience is deemed appropriate for the duties and responsibilities of this position.

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

**Other info you should know:**

- This position reports to the Senior Director of Recruitment and Community Development, and will be mentored by our Senior Project Manager in this department
- This position requires work-related travel and over-night stays, travel by personal vehicle, rented vehicle, and commercial transportation to participate in business related meetings.
- This is a full-time, hourly 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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