

Job Description	
Recruitment and Community Development Project Specialist	
Reports To: Sr. Director Recruitment & Community Development	FLSA Status: Non-Exempt
Position Status: Regular, Full-Time	Revision Date: March 2023

Summary

The Recruitment and Community Development Project Specialist plays a critical role in executing the goals and objectives of Big Sky Economic Development’s Recruitment and Community Development Department. This position requires a strong commitment to teamwork, organization, communication, and multi-organization/stakeholder collaboration. Driving effective project management will lead to successful business recruitment, community improvement, job creation, and betterment of Yellowstone County.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be a self-starter, a problem solver, and an excellent listener. An individual must be able to perform essential duties independently and accurately. Duties will be performed under the leadership of the Senior Director of Business Recruitment and Community Development, with project-specific input from the Community Development Director, and mentorship from the Senior Project Manager. 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 Duties

1. Responsible for the management of projects from start to finish with a keen attention to timeline and detail. These projects will range from businesses that are being recruited to grants/community initiatives.
2. Serves as the project liaison and is responsible for project communication, project deliverables, budgets, timelines, grant writing and administration, and compliance.
3. Manage multiple projects at one time with pressing deadlines involving a variety of different stakeholders, partners, and expectations of outcomes.
4. Responsible for research, data collection, interpretation, and communication both to businesses and the community.
5. Work with internal programs to support the overall mission of Big Sky Economic Development.
6. Perform related work as required including data entry, CRM management, filing, and support services.
7. Coordinate and facilitate meetings.
8. Respond to requests for information including data and research.
9. Other duties as assigned.

Project Management

1. Develop clear workflow tracking and communication, determining hours required for project, planning project timeline, and effectively balancing the needs of both recruitment and community development projects.

2. Independently manage and communicate with stakeholders/businesses regarding progress, deadlines, and expectations
3. Deliver clear and concise updates to Community Development/Recruitment team regarding project progress, needs for success, and areas of difficulties while remaining undeterred by obstacles that may arise.
4. Develop in partnership with team, contracts, incentive proposals, and agreements for services.
5. Administer contracts and projects, including preparing and submitting reporting documents, in accordance with applicable standards, regulations, and reporting requirements.
6. Make presentations, conduct public meetings, and build community and business consensus.
7. Advise, provide analysis and recommendations to the Yellowstone County Commissioners, Billings City Council, Laurel City Council, the State Department of Commerce, businesses, and non-profit entities on projects and activities that align with strategic goals.

Grant Writing and Grant Administration Duties

1. Research, write, prepare and submit grant applications for existing or proposed community projects and or businesses in accordance with funder standards and requirements.
2. Administer grant/incentive awards in accordance with applicable standards, regulations, and reporting requirements.
3. Initiate and maintain communication with relevant agencies and establish positive working relationships.
4. Stay informed on grant/incentive opportunities with a desire to solve business/community problems proactively.
5. Advise agencies/businesses in developing funding and project proposals.

Planning, Outreach, Research, and Relationship Building Duties

1. Build and maintain relationships with partner organizations, businesses, the public, and decision-makers to be proactive and drive positive outcomes.
2. Remain “in the know” on key community data points and identify community strengths and weaknesses.
3. Effectively communicate the value proposition of Yellowstone County for prospective businesses leveraging data, community relationships, and industry experts
4. 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.
5. Set outreach goals in partnership with department leadership to maintain an “ear to the ground” on existing business needs, pain points, and gaps and report findings.
6. Exhibit a constant desire to learn about new industries, best practices, and community needs to effectively advance the mission of building the Yellowstone County economy.

Required Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skill, and/or abilities required.

- Self-starter with a passion for economic development and problem solving.
- Ability to multi-task and manage multiple projects at once while communicating areas where help is needed.
- Strong proficiency in fundamental office and computer equipment as well as Microsoft Office Suit, Adobe, virtual meeting platforms, CRM software, and cloud-based software applications
- Advanced verbal and written communication skills and the ability to write creatively and persuasively, with correct grammar, spelling, and punctuation.
- Advanced level of analytical thinking and reasoning to determine appropriate action and next steps on projects with implications that may affect the organization and clients.

- Demonstrates creative problem solving, sound judgement, and discretion with projects, community leaders, and political representatives.
- Ability to keep sensitive information confidential.
- Ability to understand and follow complex instructions and guidelines.
- Ability to handle stressful situations in a professional and respectful manner.
- Ability to learn and adapt quickly.
- Ability to remain politically impartial.

Minimum Qualifications

- Bachelor's degree from an accredited college or university
- 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
- A combination of education and experience is deemed appropriate for the duties and responsibilities of this position.

Job Requirements

Additional job requirements include:

- Work-related travel and over-night stays, travel by personal vehicle, rented vehicle, and commercial transportation to participate in business related meetings.
- Must have reliable transportation, be able to operate a motor vehicle, have a valid driver's license, and be able to travel.
- Daily duties of this job will involve a reasonable amount of standing, sitting, lifting, driving, public speaking, and computer use. Such activities require sufficient manual dexterity, vision, mobility, clarity of speech, and hearing to effectively perform the duties and responsibilities of this position
- Hours worked 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 or participate in public meetings.
- Work is performed in the Big Sky Economic Development offices as well as at business offices, agency offices, decision maker facilities (City Council Chambers, Yellowstone County Courthouse, etc.), and business offices.
- Some projects occasionally require the Recruitment and Community Development Project Specialist to be at sites during inclement weather, including extreme cold, snow, rain, and extreme heat.

Physical Demands

This job requires the ability to work on a computer for prolonged periods of time, perform data entry, speak (with clarity) and hear, and be able to move up to 25 pounds. The employee frequently is required to walk, sit, and climb or balance. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, and ability to focus.

Working Environment

Work is in a normal office environment with noise levels that are usually moderate. Working conditions require high attention to detail and deadlines frequently.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the employees in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

I understand that Big Sky EDA reserves the right to revise or change this job description as the need arises. I have reviewed this job description and received a copy.

Employee Signature

Date

Print Name

Supervisor Signature: _____

Date: _____