



BUSINESS DEVELOPMENT OFFICER

Join our team and play an integral part in supporting Montana businesses by simplifying small business financing!

Big Sky Economic Development is looking to add a highly skilled, highly effective Business Development Officer to the team. Big Sky Finance is a statewide certified development company licensed by the SBA to administer the SBA 504 Loan program in Montana.

The Business Development Officer will be responsible for developing and maintaining relationships with borrowers and lenders to grow the Big Sky Finance loan portfolios. The primary focus will be promoting the SBA 504 Loan program across Montana. This position will also assist with loan underwriting, loan packaging and servicing of new and existing loans.

In this job, you would be responsible for:

- Promoting Big Sky Finance loan programs to prospective borrowers, lenders, and other referral partners across Montana to achieve successful loan portfolio growth.
- Identification and implementation of new business development opportunities.
- Engaging with the community to source new clients and maintain relationships with prospects, lenders, and referral partners on a consistent basis.
- Conducting lender and partner training in group and one-one-one settings as well as participating at special events to market Big Sky Finance loan programs.
- Meeting with applicants and lenders to obtain initial loan information, discuss process, and screen projects for program eligibility.
- Working with Loan Officers to structure financing and propose financing structure to applicant and participating lender.
- Working with organizational marketing team to develop marketing strategies and materials.
- Assisting with loan underwriting, analysis loan packaging and loan servicing of new and existing loans.
- Supporting the Director of Business Finance and working cohesively with Big Sky Finance Loan Officers and Specialists.

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

- Bachelor's degree in Business Finance, Accounting, or related business field; or equivalent combination of education and job-related experience.
- 3-5 years Commercial credit underwriting/analysis and/or lending experience.

- Demonstrated Business Development experience.
- 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 Business Finance 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:

Fill out an employment application and upload your resume and cover letter by clicking [HERE!](#)

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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