

RECRUITMENT AND COMMUNITY DEVELOPMENT PROJECT MANAGER

Do you have a calling to serve our community, impacting the lives of others and achieving something bigger than yourself?

Big Sky Economic Development is looking to add a highly skilled, highly effective Recruitment and Community Development Project Manager to the team. The Recruitment and Community Development Project Manager 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.

In this job, you would be responsible for:

- Management of recruitment and community development projects from start to finish, including providing leadership and oversight, setting the scope of the project, building the work plan, managing project timeline and deadlines, project deliverables, setting budgets, and managing and approving expenditures.
- Performing work related to recruitment and community development, including but not limited to: Tax Abatement programs, Tax Increment Finance Districts and Targeted Economic Development Districts, our interlocal agreement and business recruitment.
- Researching, writing, preparing and submitting grant applications and proposals for existing or proposed projects in accordance with funder standards and requirements; administering grant/loan awards in accordance with applicable standards, regulations, and reporting requirements.
- Performing outreach, promoting support and awareness for projects and initiatives, and developing and maintaining partnerships within the community, including but not limited to local businesses, potential funders, clients, public officials, local agencies and government entities.

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

- Bachelor's degree in business, planning, community development, business administration, public administration, or closely related field.
- 1-3 years of directly-related public administration, community development, grant writing, grant administration and/or project management experience or a combination of education and experience 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.
- 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, exempt 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

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

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