

COMMUNITY DEVELOPMENT PROJECT MANAGER

Are you passionate about building strong communities, supporting local growth, and turning complex projects into real-world impact? Do you enjoy managing collaborative initiatives, guiding diverse stakeholders, and helping communities access the resources they need to thrive?

Big Sky Economic Development (BSED) is seeking a skilled, organized, and community-minded Community Development Project Manager to join our Community Development team. This role leads and coordinates projects that support economic vitality, infrastructure, redevelopment, and quality of life throughout Yellowstone County.

The Community Development Project Manager plays a key role in moving community initiatives from concept to completion—working with local governments, nonprofits, funders, consultants, and community partners to ensure successful outcomes.

In this job, you would be responsible for:

Project Management & Implementation

- Leading community development projects from planning through completion, including defining scope, creating work plans, managing timelines, budgets, and deliverables
- Coordinating RFP/RFQ processes, selecting and managing consultants, and ensuring accountability for project outcomes
- Managing multiple projects simultaneously while maintaining clear communication with funders and partners
- Developing and administering contracts, agreements, and project documentation in accordance with applicable standards and requirements
- Anticipating challenges, identifying solutions, and providing regular updates on project progress, timelines, and budgets
- Supporting short-term and long-term strategic planning efforts
- Presenting project updates and recommendations to senior leadership, boards, and public bodies
- Advising local governments, public officials, and partner organizations on community development initiatives

Grant Writing & Grant Administration

- Researching, writing, and submitting grant applications and funding proposals for community projects
- Administering grant and loan awards in compliance with funder requirements, regulations, and reporting standards
- Maintaining relationships with state, federal, and private funding agencies
- Conducting data analysis and assisting with financial and performance reporting
- Supporting partner agencies in developing strong, competitive funding applications

Planning, Outreach & Community Engagement

- Building and maintaining partnerships with community committees, task forces, and local agencies
- Identifying potential redevelopment and infrastructure projects
- Supporting local agencies with planning, redevelopment, and funding strategies
- Leading community outreach, public meetings, and presentations to build consensus and understanding
- Delivering grant-writing and educational workshops
- Collecting, analyzing, and presenting data for reports, publications, and project updates
- Representing BSED in community meetings, public forums, and collaborative initiatives

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

- A bachelor's degree in business, planning, community development, public administration, or a related field
- Professional experience in community development, public administration, project management, grant writing, or grant administration
- Demonstrated success managing projects, timelines, and multiple stakeholders
- Strong written and verbal communication skills, including public speaking and facilitation
- Strong analytical, organizational, and problem-solving skills
- Ability to manage competing priorities and deadlines independently
- Proficiency with Microsoft Office, virtual meeting platforms, and cloud-based software
- Ability to build trust and consensus among diverse community groups

A combination of education and experience that provides the knowledge, skills, and abilities to perform the work will be considered.

Other info you should know:

- This position reports to the Director of Community Development
- This is a full-time, salaried, exempt position
- Standard work hours are generally 8:00 a.m. – 5:00 p.m., with occasional early morning, evening, or weekend work to attend meetings or meet project deadlines
- Work is based in Billings, Montana, with travel throughout Yellowstone County
- Work is performed in an office setting, partner agency locations, project sites, and occasionally outdoors in varying weather conditions

Compensation & Benefits

- Salary is based on regional market data and commensurate with experience
- Full benefits package including medical, dental, retirement (PERS), life insurance, paid holidays, sick leave, and vacation

How to Apply:

1. Please submit an employment application along with your resume and cover letter by clicking [HERE!](#)
2. Send all inquiries to resume@aeht.org

APPLICATION WILL REMAIN OPEN UNTIL POSITION IS FILLED.

Check out BSED on [Facebook](#)

Take a behind-the-scenes look at life at BSED on Instagram
[#lifeatbse](#)

