



**Great Falls Montana Development Alliance**  
**CAREER OPPORTUNITIES**  
*9/25/24*

**HOW TO APPLY:**

All positions are open until we find a great team member!

GFDA offers a comprehensive benefits package including health, vision, dental, and retirement plans. We invest in our team both through performance-based salary increases and professional development. While we do have a flexible work environment, all candidates **MUST** live in the Great Falls region. EOE.

*To apply, email a cover letter and resume to:*

Tracy Heggem, Executive Assistant

[Tracy@GrowGreatFalls.org](mailto:Tracy@GrowGreatFalls.org)

**CURRENT OPENINGS:**

**Resource Officer**

*Great Falls, Montana*

Are you someone who thrives on working towards a meaningful mission and getting stakeholders excited about supporting it? Do you have a passion for research, writing, and engaging with people to make a real impact?

We're looking for a Resource Officer to join our team and play a crucial role in advancing our mission. In this role, you will assist our Investment Director with developing and implementing fundraising strategies, conducting foundation research, and writing grant proposals. Your tasks will include identifying potential funding sources, gathering and analyzing data to support grant applications, and helping to craft persuasive proposals that align with our goals. You'll also assist in managing donor information to ensure effective communication and engagement.

The ideal candidate is enthusiastic about contributing to our mission and excels at motivating others to get involved. You should be detail-oriented, with strong research and writing skills, and the ability to handle multiple tasks efficiently. Your role will be essential in helping to excite stakeholders about our mission and secure the resources needed to achieve our objectives.

Salary range starts at \$50,000 to \$65,000, depending on experience.

## **Marketing & Communications Officer**

### ***Great Falls, Montana***

We are looking for a Marketing and Communications Officer to help us effectively reach businesses, partners, and funders. This is a supportive role working cohesively with our accomplished economic development team to share both our and our client's stories via our website, social media, and print materials. This role is heavy on copywriting for a variety of platforms. We need someone who has used targeted social media marketing; who is an adept, concise storyteller; and who believes the client is the hero.

The ideal candidate takes direction and works well on their own; works to understand the value and contributions of each team member; actively listens; is contemplative; and asks questions. The ideal candidate also has experience creating content in WordPress templates; uses social media tools like Hootsuite; can create eblasts in programs like Constant Contact; is proficient in design programs such as Adobe Creative Cloud; and is great at implementing systems.

Starting salary range is \$60,000-\$68,000, depending on experience.

## **Loan Officer**

### ***Great Falls, Montana***

Do you enjoy connecting businesses with resources to thrive? Do you like building long-term, mutually beneficial relationships? Do you like working with a team to solve challenging problems? We need someone who understands profit and loss, balance sheets, and tax returns to help underwrite tough loan decisions. Our new team member will build a strong referral network across our region and the state to help businesses attain funding needed to move projects across the finish line. This team member will coordinate complex deals and navigate relationships.

We have a solid team, and this position will complement our VP of Lending bringing in deals, underwriting, analyzing, gaining approvals, working with borrowers for compliance, and every aspect of lending. We need someone who is gregarious; inquisitive; pursues knowledge of people and how things work; can conduct research into topics; is able to write professional credit write-ups; is able to listen, learn, and adapt; who likes having multiple projects and clients; is excellent at working independently; and implements systems for success. If you want to help businesses start, grow, and innovate in the Great Falls Montana Region you should apply.

We're thinking between \$73,000 and \$83,000 for starting salary range but depends on experience.

## **Lending Solutions Specialist**

### ***Great Falls, Montana***

Do you enjoy reading company financials to figure out the story of a business? Do you like working with a team to solve challenging problems? We need someone who understands profit and loss, balance sheets, and tax returns to help underwrite tough loan decisions. Our new team member will listen to entrepreneurs' needs; research and assess their capabilities; and analyze loan requests to help them reach their dreams. Our new team member must not only thrive working with our team but strive to make new contacts – growing our network of regional and statewide partners.

Our Lending Solutions Specialist is a new position, and we need someone who is inquisitive; pursues knowledge of people and how things work; can conduct research into topics; is able to write professional credit write-ups; is able to listen, learn, and adapt; who likes having multiple projects and clients; is excellent at working independently; and implements systems for success. If you want to help businesses start, grow, and innovate in the Great Falls Montana Region you should apply.

We're thinking between \$63,000 and \$73,000 for starting salary range but depends on experience; includes a built-in bump based on initial performance.

## **Government Contracting Advisor - APEX Accelerator**

### ***Great Falls, Montana***

Are you a self-starter who takes initiative, and is dedicated to continual learning? Do you possess a blend of right and left brained characteristics that enable you to analyze and solve problems, relate well to people and coach business owners? Perhaps you would like to apply your business skills in a new way? If so, this may be the position for you!

GFDA is seeking a Government Contracting Advisor for its Montana APEX Accelerator, Great Falls location. Government contracting advisors have the unique opportunity to assist business owners with diversifying their customer base and expanding revenue by teaching them how to sell to the largest customer in the world, the government!

Your role is to provide consultation and training to businesses interested in pursuing the government marketplace and assists businesses with understanding and learning the requirements and processes necessary to expand into this specialized market. Provide technical assistance, training, and advice on procurement subjects to businesses in a multi-county region. If you have the right attitude, attention to detail, are a good communicator, and are excited to learn, we can provide the training you need to be an incredible advisor.

Salary range starts between \$50,000 to \$55,000, depending on experience. We are committed to fostering a diverse and inclusive workplace and encourage all qualified candidates to apply. Join our team and make a significant impact in helping businesses thrive through government contracting opportunities. Grow with us at Montana APEX Accelerator—a place where dedication meets opportunity.

## **ORGANIZATION INFORMATION**

The Great Falls Development Alliance (GFDA) is a regional public/private economic development organization that serves the 13-county urban/rural/tribal Great Falls Montana trade area. We are a certified Community Development Financial Institution, formed as a Montana nonprofit corporation with charitable 501 (c) 3 status. Our economic development efforts include business retention and expansion, business attraction, entrepreneurship, gap/bridge financing, brownfields redevelopment, talent attraction, and downtown/riverfront revitalization.

We have built an exceptional, full-time professional economic development team. We host a Montana Small Business Development Center, APEX Accelerator and Food & Ag Development Center and provide office space to the Montana Manufacturing Extension Center. We helped create and are partners in the Montana Defense Alliance, Great Falls Downtown Development Partnership, and Great Falls Tourism Alliance. We have \$35 million in loan capital, and through our non-profit affiliate, High Plains Financial (HPF), offer SBA 504 loans statewide. GFDA is the developer of the Great Falls AgriTech Park, a 1,000+ acre BNSF Premier certified rail industrial park.

GFDA is a partnership comprised of a wide array of partners including Cascade County, the Great Falls Area Chamber of Commerce, NeighborWorks Great Falls, Great Falls Tourism, Great Falls International Airport, Great Falls Public Schools, the Little Shell Tribe of Chippewa Indians, Great Falls College Montana State University, the University of Providence, Great Falls Business Improvement District, Central Montana Building Trades, Great Falls Homebuilders Association, and over 150 businesses in the region.

GFDA was the first economic development organization in the Rocky Mountain West to earn accreditation from the International Economic Development Council. We continue to earn the Platinum Seal of Transparency from Candid/GuideStar. Our efforts have won awards from the National Association of Development Organizations, the International Economic Development Council, the National Brownfield Conference, the U.S. Small Business Administration, and the Montana Economic Developers Association.

We offer a positive teamwork environment, competitive salaries and benefits, professional development, a flexible work environment, and advancement opportunities. GFDA and HPF are proud to be Equal Opportunity Employers, Lenders and Providers.

## **GREAT FALLS REGION**

Live on the great falls of the Missouri River on the Rocky Mountain Front!

Great Falls offers an exceptional quality of life, excellent schools and health care, affordable housing, and unparalleled outdoor recreation opportunities. Great Falls remains among the most affordable Montana cities to live, work, and play with cost of living overall at 86.8% of the national average and housing costs at 70% of the national average, according to C2ER.

**Visit the following websites for more information about GFDA, our community and the Great Falls region:**

Great Falls Development Alliance	<a href="http://www.GrowGreatFallsMontana.org">www.GrowGreatFallsMontana.org</a>
Relocating to and Living in Great Falls	<a href="http://www.LiveInGreatFalls.com">www.LiveInGreatFalls.com</a>
Great Falls Montana Tourism	<a href="http://www.VisitGreatFallsMontana.org">www.VisitGreatFallsMontana.org</a>
Central Montana Tourism	<a href="https://centralmontana.com">https://centralmontana.com</a>