



**MONTANA**  
ECONOMIC DEVELOPMENT CDFI

## **CAREER OPPORTUNITIES**

2/23/25

### **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)

### **Accounting Assistant Great Falls, Montana**

GFDA is growing and looking for an Accounting Assistant to join our team and provide support to our Vice President Accountant/Office Manager. We need someone with good math and organizational skills, knowledge of common bookkeeping QuickBooks experience, and computer skills with working knowledge of Excel and Word. If you are a quick learner who takes pride in accuracy and attention to detail and want to work with a great team in a fast-paced professional environment, you would be a great candidate to join us. Duties will include accounts receivable, accounts payable, bank reconciliation, insurance policy renewals, and other assigned tasks. We work with a variety of state and federal grant programs. We are small, but complicated. We offer competitive salaries and benefits, extensive professional development, and opportunities to grow. We're thinking between \$50,000 and \$58,000 for starting salary range but depends on experience.

### **Business Development Officer -- Downtown Great Falls Great Falls, Montana**

Are you someone who enjoys meeting new people? Do you enjoy figuring things out - digging into a question until find what you need? Is your communication style direct and concise? Are you reading several books at once? We are looking for someone who enjoys running multiple projects simultaneously paying attention to details. Who understand the importance of

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GREAT FALLS DEVELOPMENT AUTHORITY INC.  
THE PORTAGE BUILDING AT WEST BANK LANDING  
405 3RD STREET NW, SUITE 203  
GREAT FALLS, MT 59404

**VIRTUAL ASSISTANT:** 1-406-564-0957  
**FAX:** 1-406-454-2995

[GrowGreatFallsMontana.org](http://GrowGreatFallsMontana.org)

connecting people and information. Who enjoys calling people they haven't met and building new relationships. Someone who can help us with filling vacant spaces in our downtown, aiding in new development and redevelopment. This person will help identify target companies and developments for downtown Great Falls implement an outreach plan to get them in our community. This position will also work with property owners to help them reach their redevelopment goals.

We're thinking between \$55,000 and \$65,000 for starting salary range but depends on experience; includes a built-in bump based on initial performance.

**Business Development Officer -- Defense**  
***Great Falls, Montana***

Are you someone who enjoys meeting new people? Do you enjoy figuring things out - digging into a question until find what you need? Is your communication style direct and concise? Are you reading several books at once? We are looking for someone who enjoys running multiple projects simultaneously paying attention to details. Who understand the importance of connecting people and information. Who enjoys calling people they haven't met and building new relationships. Someone who can help us support and attract Defense missions and industry. This person will staff the Montana Defense Alliance, work with partners to coordinate and secure funding for projects that support critical defense investments, help identify target companies for the Great Falls region and implement an outreach plan to get them in our community. This position will also work with multiple local, state and federal agencies, business leaders and partners.

We're thinking between \$55,000 and \$65,000 for starting salary range but depends on experience; includes a built-in bump based on initial performance.

## **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 \$38 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 90% of the national average and housing costs at 78% 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  
Relocating to and Living in Great Falls  
Great Falls Montana Tourism  
Central Montana Tourism

[www.GrowGreatFallsMontana.org](http://www.GrowGreatFallsMontana.org)  
[www.LiveInGreatFalls.com](http://www.LiveInGreatFalls.com)  
[www.VisitGreatFallsMontana.org](http://www.VisitGreatFallsMontana.org)  
[www.CentralMontana.com](http://www.CentralMontana.com)