

### **How to Apply**

All positions are open until we find a great team member. GFDA offers excellent benefits, professional development, growth opportunities, and a flexible work environment. Candidates are required to live in or relocate to the Great Falls Montana region. We are proud to be an Equal Opportunity Employer.

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

Tracy Heggem, Executive Assistant

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

### **Accounting Assistant**

GFDA is growing and looking for an Accounting Assistant to provide support to our Chief Financial Officer. 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 a starting salary range but depends on experience.

### **Business Development Officer**

#### ***Food/Ag/Bio Processing Industry Focus***

#### ***Regional Food and Ag Development Center***

Help us to expand and diversify food, ag and bio processing industries. This is a business development position focused on helping food, ag and bio processing businesses in the Great Falls Montana region to start and expand. We require someone who likes reaching out to new people, asking questions, learning, and working hard. Involves strengthening relationships with existing companies in our region; providing services to and connecting businesses and entrepreneurs with resources; and securing investment to start and expand facilities. Requires excellent writing, computer, and communication skills. Salary range is \$60,000-\$70,000. If you are interested in joining our dynamic team, please submit a resume and cover letter telling us why you can be productive in this role.

### **Business Development Officer**

#### ***Online Lead Generation Focus***

We are looking for an online business development officer. You will create content for GFDA's websites, e-newsletters, LinkedIn, and other social media accounts to generate business leads, and attract entrepreneurs and workforce talent to relocate to the Great Falls region. Create and deploy strategies that generate high value leads for our team and partners. Success is measured by the number and quality of leads generated by online efforts. Online work supplements face-to-face outreach and relationship building of all GFDA business development team members. Expected proficiencies in WordPress content editing, LinkedIn, Instagram, content creation, writing, and time management. Salary range is \$60,000-\$70,000. If you are interested in joining our dynamic team, please submit a resume and cover letter telling us why you can be productive in this role.

## **ORGANIZATION INFORMATION**

We are growing! The Great Falls Development Authority (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, brownfield redevelopment, talent attraction, and downtown/riverfront revitalization.

We have built an exceptional 20-member full-time professional economic development team. We host a Montana Small Business Development Center, Procurement Technical Assistance Center 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 \$31 million in loan capital, and through our non-profit affiliate, High Plains Financial, we 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. These include 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.

## **GREAT FALLS REGION**

Great Falls Montana has been ranked as one of the best 100 cities to live in by Livability.com. We're ranked 4th best market in the nation for first-time homebuyers. We offer an exceptional quality of life, excellent schools and health care, affordable housing, and unparalleled outdoor recreation opportunities. Our cost of living is 89.5% of the national average, making us one of the most affordable communities in Montana. Live on the great falls of the Missouri River on the Rocky Mountain Front!

**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)