

**MISSION WEST COMMUNITY DEVELOPMENT PARTNERS  
(MWCDP)  
BUSINESS SERVICES DIRECTOR**

*MWCDP is seeking an impassioned, motivated Business Services Director with the potential to become our Executive Director within 24-36 months. The selected candidate can expect immediate, substantial organizational investment in their professional development.*

*We are a rapidly growing, community and economic development organization with a 25-year history of success. Located in beautiful northwest Montana, our mission is to improve the quality of life of all the residents of the region we serve. We work to develop sustainable local communities which are safe, culturally respectful, environmentally progressive and economically resilient.*

*[www.missionwestcdp.org](http://www.missionwestcdp.org)*

**Job Title:** Business Services Director.

**Job Level:** Senior

**Job Opening Date:** Currently Open

**Job Closing Date:** Until filled

**Compensation:** \$55,000- \$70,000 - commensurate with aptitude and experience

**Benefits:** Health Insurance, Life Insurance, Participatory Vision and Dental Insurance, Extensive Professional Development, 401-K, Generous Vacation Package, Summer Hours, Flexible Schedule.

**Description of Duties:**

> As an essential member of the organization's senior leadership team, works independently and collaboratively with the Executive Director, Board Finance and Loan Committees and peer leadership team members. Leads a staff of business consulting and business loan management personnel including a network of independent expert client advisors. Provides strategy, operational oversight and leadership for MWCDP organization wide programming with departmental responsibility and accountability for small business technical support, workshops, events and loan administration.

>Plans and organizes business development programs to promote financial growth, job creation, skills training and educational advancement for MWCDP clients and the community at large.

> Writes, administers, and manages grants, budgets and reports. Administers the organization's \$6mm federal and state funded revolving loan portfolio. Conceptualizes and creates new business development programs to better serve small business needs.

> Represents MWCDP throughout the region and state and actively markets the products and services of MWCDP. Directly interfaces with funders, lenders, clients, prospects, local government and the general public.

**Desired Qualifications & Experience:**

- > Personal desire to improve the quality of life in local communities,
- > Bachelor's degree,
- > 3 years related experience in a lending environment,
- > Ability to read and understand operating statements and balance sheets.
- > Experience managing government and/or private grants,
- > Willingness to prepare and administer grants, budgets, performance metrics and reports,
- > Willingness to market products and services to the public.
- > Willingness to manage a professional staff
- > Willingness to collaborate
- > Driver's license and appropriate insurance.

**To apply:**

Send your resume and a letter of application to the address listed below. Position will remain open until filled.

Business Services Director Search  
Mission West Community Development Partners  
407 Main Street SW  
Ronan, MT 59864

Or,

Business Services Director Search  
info@missionwestcdp.org