

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

*MWCDP is a well-established, rapidly growing, community development and economic development organization with a 25-year history of success. We are 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 a sustainable local economy in communities which are safe, culturally respectful, environmentally progressive and resilient.
(www.missionwestcdp.org)*

Job Title: Business Development Director.

Job Level: Senior

Job Opening Date: Currently Open

Job Closing Date: Until filled

Compensation: Full time, salaried position at market rate - commensurate with aptitude and experience

Benefits: Full benefits and vacation, flexible hours, limited travel

Description of Duties:

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

>Works independently and as part of the organization's management leadership team. Reports to the Executive director. Leads a team of business consulting and business loan management personnel including an extended network of independent expert client advisors. Provides strategy, operational oversight and hands on leadership for MWCDP development programming with a focus on employment, training and financial growth.

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

> Writes, administers, and manages grants including, but not limited to, budget preparation, reports, correspondence, invoices, attends project meetings, drafts contracts, and oversees procurement processes. Conceptualizes and creates new business development programs to better serve identified small business needs throughout the community.

Desired Qualifications & Experience:

- > Bachelor's degree in Business Administration/Management or related field.
- > Directly related experience in a lending environment.
- > Experience writing and managing government and/or private grants.
- > Experience and willingness to prepare and manage grants, budgets, performance metrics and reports.
- > Experience and willingness to market products and services to the public.
- > Experience managing people.
- > Driver's license and appropriate insurance.

To apply:

Send letter of application addressed to Jim Thaden, Executive Director, a resume and a minimum of three references, two of which must have knowledge of applicant's professional abilities, to the address listed below. Position will remain open until filled.

Mission West Community Development Partners
407 Main Street SW
Ronan, MT 59864

(To request a more detailed job description, contact: kim.sassaman@missionwestcdp.org)