JOB DESCRIPTION
Bear Paw Development Corporation of Northern Montana
Director of Community Development

IMMEDIATE SUPERVISOR: Executive Director

SALARY AND BENEFITS: Competitive salary based on experience and qualifications, with beginning wage expected to be $47,000 - $55,000. Excellent benefits package includes family health insurance coverage that is 100% employer-paid for employee and 80% for family, generous employer-paid retirement savings program, life insurance, professional development opportunities and more.

MINIMUM QUALIFICATIONS: Undergraduate degree in business administration, community planning, public administration, finance or related field is required. Acceptable experience in lieu of education would be a minimum of five years experience in infrastructure financing, project management, construction management, economic development, community development or community planning. Experience with project management is essential. Must possess excellent computer, organizational and communication (both written and verbal) skills. Must be proficient with computerized spreadsheet and word processing software programs and common office equipment. Must have and maintain a valid Montana driver’s license. Must meet physical demands of position.

DESIRED SKILLS AND EXPERIENCE: Experience working with local elected officials in a planning or project management capacity preferred. Demonstrated ability to prepare complex proposals in compliance with guidelines of State of Montana Community Development Block Grant and Treasure State Endowment Programs, federal USDA-Rural Development funding programs, and other state and federal programs highly desirable.

DUTIES OF THIS POSITION: The Director of Community Development is responsible for supervision of the organization’s activities related to community and infrastructure development and planning, including public facility project development, grant writing, project management and reporting to state and federal funding agencies.
ABILITIES AND PHYSICAL DEMANDS: Position requires the skills to talk to and communicate with the public, local government elected officials and staff, co-workers, and groups. Sits at a desk, at meetings, and in vehicles for long periods of time. Uses hands and fingers to handle the telephone, computer, office equipment, and write. Ability to utilize webinar and phone conferencing programs. Vision abilities require the skill to review technical and legal documents, reports, telephone numbers, analytical and statistical reports. Stands and walks short distances. Stoops and bends, handles and lifts books, papers, and office equipment up to 25 pounds. Extensive travel is required when performing job duties. May require climbing on and into various vehicles. Normal restricted smoking, office environment. Periodic exposure to dirt, dust, and fumes.

TO APPLY: Send letter of application, 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, but first review of applicants is expected to occur beginning July 27, 2020.

Paul Tuss, Executive Director
Bear Paw Development Corporation
PO Box 170
Havre, MT 59501

UPDATED: July 1, 2020