

How to Apply

All positions are open until we find a great team member. The Great Falls Development Alliance (GFDA) offers excellent benefits, professional development, and advancement opportunities. We are proud to be an Equal Opportunity Employer.

Please send a resume and cover letter telling us why you are interested in the position and how you and your experience will enable you to be a star performer on our team.

To apply, email cover letter and resume to:

Tracy Heggem, Executive Assistant

Tracy@GrowGreatFalls.org

Note: Positions are not remote; candidates MUST live in or relocate to the Great Falls Montana region.

Business Attraction Specialist

Great Falls, MT

Are you a natural relationship builder who loves finding opportunities, making connections, and closing deals? Want to use your business development skills to help grow the economy of North Central Montana?

We are looking for an experienced, motivated Business Attraction Specialist to identify and recruit businesses to locate and expand in the Great Falls Montana Region. You'll work with business executives, site selectors, community partners, and the GFDA team to showcase the region's competitive advantages and help companies successfully establish operations here.

We're looking for someone who:

- *Finds Opportunities.* Proactively researches companies, connects with decision-makers, and builds a pipeline of business attraction prospects.
- *Gets Results.* Brings 3–5 years of successful experience in business development, sales, economic development, or a related field. We value demonstrated success more than a specific degree.
- *Moves Deals Forward.* Builds relationships, coordinates site visits, connects businesses with resources, and helps turn prospects into new investment and jobs.

The ideal candidate is a self-starter, strong communicator, creative problem solver, and relationship builder who enjoys pursuing opportunities and making things happen.

Position: Full-Time | Located in the Great Falls Region

Competitive Salary & Benefits: Salary starting at \$65,000-80,000 DOE

Experience: 3–5 years preferred

Ready to help bring new businesses, investment, and jobs to Great Falls? We want a cover letter telling us why you are the best person for this job.

Business Development Officer

Great Falls, MT

The Great Falls Montana Development Alliance (GFDA) is non-profit economic development organization and certified Community Development Financial Institution based in Great Falls, Montana. We currently have an opening for a Business Development Officer.

What you'll do:

This Business Development Officer position will focus on attracting and facilitating private investment to expand and diversify the region's food, agriculture and bio processing industries. You will work with existing businesses to thrive and grow; recruit businesses to expand into the region; and market opportunities to invest in these industries in the region.

Skills we're looking for:

We are looking for candidates with a background in economic development, real estate development, finance, or business development/sales who have strong relationship-building and communication skills; work well within a team; and can excel in a fast-paced environment juggling multiple projects and priorities. This position requires outreach to businesses, property owners and partners - and some travel around the region and beyond. Creative problem solving, online research, and the ability to navigate deals to fruition are important.

Salary:

This is a salaried, full-time, professional position with a starting salary range of \$60,000-\$65,000.

GREAT FALLS MONTANA REGION

Make your move. Join us.

Great Falls has been ranked as one of the best 100 cities to live in by Livability.com. We offer an exceptional quality of life, excellent schools and health care, affordable housing, and unparalleled outdoor recreation opportunities. We are also one of the most affordable communities in Montana. Whether you are new to Montana or looking to move back home, we want you here!

Visit the following websites for more information about GFDA, our community and the Great Falls region:

- Great Falls Development Alliance www.GrowGreatFallsMontana.org
- Relocating to and Living in Great Falls www.LiveInGreatFalls.com
- Great Falls Montana Tourism www.VisitGreatFallsMontana.org
- Central Montana Tourism www.CentralMontana.com