



# Career Opportunities

4/28/26

## How to Apply

All positions 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.

Resume and cover letter REQUIRED for every position: Please tell us how you and your experience make a great fit for our team!

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

Tracy Heggem, Executive Assistant

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

## Business Development Officer - Downtown Great Falls

*Want to help transform Great Falls?*

*Build a Downtown. Not Just a Career.*

Great Falls is gaining momentum, and we're looking for a Business Development Officer to help accelerate redevelopment in our urban core. If you like connecting deals, people, and projects—and seeing real results—this role is for you.

*What you'll do:*

- Work with property owners to advance redevelopment projects
- Recruit and support businesses locating in downtown
- Use incentives, capital, and partnerships to move deals forward
- Build outreach strategies to attract developers and entrepreneurs
- Collaborate with local partners to drive growth

*What we're looking for:*

- Background in economic development, real estate, finance, or business development
- Strong relationship-building and communication skills
- Ability to navigate deals, incentives, and project financing
- Self-starter who can move multiple projects forward

*Why it matters:*

You'll play a direct role in shaping the future of downtown Great Falls through high-impact, visible projects.

*Salary:*

\$55K-\$65K DOE + early performance-based increase

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Great Falls Development Alliance  
The Portage Building at West Bank Landing  
405 3rd Street NW Suite 203  
Great Falls, MT 59404

Virtual Receptionist: 1-406-564-0957  
Fax: 1-406-454-2995

[GrowGreatFalls.org](http://GrowGreatFalls.org)

## **Business Advisor - Small Business Development Center (SBDC)**

*Work with entrepreneurs every day—and change what happens next for their business. This isn't theory. This is real decisions, real money, real outcomes.*

If you've built, run, or scaled a business—and want to help others do the same—this role puts you on the front lines of entrepreneurship.

The Great Falls Development Alliance is hiring a Business Advisor to work directly with entrepreneurs and small business owners across our region. You won't just give advice—you'll help people make real financial decisions, secure funding, and grow sustainable businesses.

*What you'll do:*

- Work 1:1 with business owners on strategy, growth, and problem-solving
- Develop business plans and guide loan packaging
- Analyze financials and help clients make smart decisions
- Advise on marketing, operations, and scaling
- Support succession planning and long-term sustainability
- Lead trainings, build partnerships, and expand our reach

*We're looking for someone who:*

- Has real-world experience as a business owner or operator
- Is confident working with financial statements and projections
- Can quickly build trust with entrepreneurs
- Communicates clearly and knows how to ask the right questions
- Gets energy from helping others succeed

*Why this role stands out:*

You'll work with hundreds of businesses and play a direct role in shaping the region's economy—alongside an award-winning team.

*Salary:*

\$53K–\$60K DOE

*The Montana Small Business Development Center is funded in part through a cooperative agreement with the U.S. Small Business Administration and the Montana Department of Commerce.*

## **Government Contracting Advisor – APEX Accelerator**

*Are you driven, curious, and ready to make a real impact? Do you bring both analytical thinking and strong relationship skills—able to break down complex problems while building trust with business owners?*

If you're looking to apply your business expertise in a way that directly fuels growth and opportunity across our region, this role is worth a serious look.

The Great Falls Development Alliance is seeking a Government Contracting Advisor as part of our partnership with the Montana APEX Accelerator program. This is a unique opportunity to help businesses unlock new revenue streams by guiding them into the government marketplace—the largest and most stable buyer in the world.

In this role, you won't just advise—you'll empower. You'll work directly with business owners to help them navigate the complexities of government contracting, from understanding requirements to developing competitive strategies. Through one-on-one consulting, training sessions, and hands-on technical

assistance, you'll play a critical role in helping businesses diversify, grow, and succeed across a multi-county region.

We can train you, but you must possess initiative, attention to detail, and strong communication skills—someone energized by learning and motivated to make a difference. If that's you, we'll provide the training and support to help you become a highly effective and impactful advisor.

*Salary:*  
\$53K–\$60K DOE

## **ORGANIZATION INFORMATION**

Be part of our award-winning economic development team and turn your experience into impact!

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. We have built an exceptional professional economic development team. Our economic development efforts include business retention and expansion, business attraction, entrepreneurship, gap/bridge financing, brownfield redevelopment, talent attraction, and downtown/riverfront revitalization.

GFDA hosts a Montana Small Business Development Center, Montana APEX Accelerator and Food & Ag Development Center, and provides 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 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](http://www.GrowGreatFallsMontana.org)
- Relocating to and Living in Great Falls [www.LiveInGreatFalls.com](http://www.LiveInGreatFalls.com)
- Great Falls Montana Tourism [www.VisitGreatFallsMontana.org](http://www.VisitGreatFallsMontana.org)
- Central Montana Tourism [www.CentralMontana.com](http://www.CentralMontana.com)