



Great Falls Montana Development Authority Career Opportunities

2/21/21

We are growing! 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. Our economic development efforts include business retention and expansion, business attraction, entrepreneurship, gap/bridge financing, brownfield redevelopment, talent attraction, and downtown/riverfront revitalization.

We host a Montana Small Business Development Center, Procurement Technical Assistance Center and Food & Ag Development Center and provide 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 \$15.7 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, Business Improvement District, Central Montana Building Trades, Great Falls Homebuilders Association, NeighborWorks Great Falls, and over one hundred 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 just earned a 2020 Platinum Seal of Transparency from 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.

We offer a positive teamwork environment, competitive salaries and benefits, professional development, flex and remote work, and advancement opportunities. We are an Equal Opportunity Employer.

Great Falls & Montana's Golden Triangle

Great Falls Montana 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. Live on the great falls of the Missouri River on the Rocky Mountain Front!

Here are some web sites that provide more information about Great Falls:

Great Falls Development Authority	www.GrowGreatFallsMontana.org
Great Falls Relocation	www.LiveInGreatFalls.com
Great Falls Montana Tourism	www.VisitGreatFallsMontana.org
Downtown Great Falls Partnership	www.ExploreDowntownGF.com
Great Falls Public Schools	https://gfps.k12.mt.us
Great Falls Airport	www.flygtf.com
Great Falls Homebuilders Association	www.hbagf.org
Great Falls Tribune	www.greatfallstribune.com
KRTV Great Falls	www.krtv.com
Benefis Health System	www.benefis.org
Alluvion Health	https://alluvionhealth.org
Great Falls College MSU	www.gfcmsu.edu
University of Providence	www.uprovidence.edu
Great Falls Talus Apartments	www.livetalus.com

We plan to fill one of three positions to expand our lending team:

Business Development Officer

CDFI Economic Development Lending
Great Falls Montana Development Authority

Dynamic, self-motivated professional sought to join our passionate, creative, fast-paced, results-driven economic development team. Help startup entrepreneurs, existing businesses, companies expanding into our market, real estate developers, and non-profits to access the capital they need. Market SBA 504 loans across Montana and gap/bridge financing in Great Falls trade area. Involves market research to identify businesses to target, cold-calling, networking, relationship building, project advocacy and client business development services. Looking for a star with demonstrated achievement in commercial finance, business development, B2B sales, and/or economic development. Requires excellent writing, computer, and communication skills. Involves travel throughout our region and beyond (post pandemic). Live on the Missouri River along the Rocky Mountain Front and work with a great team! Salary range \$50,000-65,000 with excellent benefits, professional development, growth opportunities, and flexible work environment. Help us grow this important Montana industry sector. EOE. Cover letter and resume to Brett Doney, President/CEO, BDoney@GrowGreatFalls.org. Open until we find a great candidate.

Loan Officer

*Economic Development & SBA 504
Community Development Financial Institution (CDFI)
Great Falls Montana Development Authority*

Experienced, self-motivated commercial loan officer sought by nonprofit economic development Community Development Financial Institution. Help us to continue to grow our gap and bridge financing efforts to support entrepreneurs, businesses, developers and non-profit organizations throughout the Great Falls trade area and across Montana. Responsible for working with borrowers and bank/credit union lending partners to structure deals, underwrite loans, manage our loan portfolio, market our loan products and development services, and maintain excellent relationships with clients and financing partners. Requires the ability to work with a diverse clientele, banks, and partners to structure often complex financing for businesses, real estate projects and non-profits. Minimum of 5 years of experience in commercial lending, economic development lending or the CDFI industry. Requires the ability to maintain accurate records, work with a wide variety of clients and bank partners, and excellent computer and communication skills. Must be detail-oriented and organized with the flexibility to help achieve our overall team

mission. Experience with EDA, USDA, CDFI, EPA and/or SBA 504 loans a plus. Live on the Missouri River along the Rocky Mountain Front and work with a great team! Salary range \$55,000-65,000+ with excellent benefits, professional development, growth opportunities, and flex-time work environment. EOE. Cover letter and resume to Brett Doney, President/CEO, BDoney@GrowGreatFalls.org. Open until we find a great candidate.

Commercial Credit Analyst

Economic Development & SBA 504

Community Development Financial Institution (CDFI)

Great Falls Montana Development Authority

Experienced, self-motivated commercial credit analyst sought by nonprofit economic development Community Development Financial Institution. Help us to continue to grow our gap and bridge financing efforts to support entrepreneurs, businesses, developers and non-profit organizations throughout the Great Falls trade area and across Montana. Responsible for preparing underwriting analysis for new loan requests which includes a detailed analysis of financial performance, ratio analysis, risk rating and identification of key risks and mitigating factors, writes an objective narrative on the credit worthiness of the loan proposal and presents to the loan committee, supports routine servicing actions, market our loan products and development services, and maintain excellent relationships with clients and financing partners. Minimum of 3 years of experience in commercial lending or economic development lending. Requires the ability to maintain accurate records, work with a wide variety of clients and bank partners, and excellent computer and communication skills. Must be detail-oriented and organized with the flexibility to help achieve our overall team mission. Experience with EDA, USDA, CDFI, EPA and/or SBA 504 loans a plus. Live on the Missouri River along the Rocky Mountain Front and work with a great team! Salary range \$45,000-55,000+ with excellent benefits, professional development, growth opportunities, and flex-time work environment. EOE. Cover letter and resume to Brett Doney, President/CEO, BDoney@GrowGreatFalls.org. Open until we find a great candidate.

We are also looking to fill this temporary position:

Economic Development Project Manager

Temporary or Contract Position thru September 2021

Create Entrepreneur Business Volunteer Mentor Program

Great Falls Montana Development Authority

Dynamic, self-motivated professional sought to join our passionate, creative, fast-paced, results-driven economic development team. Lead our efforts to create a volunteer mentor network to support would-be entrepreneurs and existing

businesses in our region. Create program operations based on best practices, recruit volunteer mentors, set-up Startup Space online management system. Familiarity with Small Business Development Centers, CDFI's, and entrepreneurial support a plus. Compensation up to \$5,000/month for eight months; no benefits. EOE. Cover letter and resume to Brett Doney, President/CEO, BDoney@GrowGreatFalls.org. Open until we find a great candidate.