

How to Apply

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

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

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

Business Development Officer

Economic Development CDFI – 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.

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.

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