

PROSPERA BUSINESS NETWORK
JOB ANNOUNCEMENT POSTED MARCH 25, 2015
POSITION OPENING: IMMEDIATE AND SCREENING OF APPLICATIONS WILL BEGIN ON
APRIL 3, 2015 AND CONTINUE UNTIL AN ADEQUATE POOL IS ESTABLISHED

Prospera Business Network is a member-supported nonprofit economic development organization in southwestern Montana whose purpose is to advance, challenge and inspire our regional business communities. Originally established in 1985 as the Gallatin Development Corporation, Prospera is one of the most comprehensive and collaborative economic development organizations serving a region that is one of the fastest growing economic areas in the northern Rocky Mountains. Prospera is dedicated to supporting business expansion, retention and relocation by providing access to business consulting, financing, professional development and economic research.

POSITION: Executive Director

REPORTS TO: Prospera Business Network Board of Directors

SUPERVISES: All employees

JOB SUMMARY:

Prospera Business Network is seeking an experienced Executive Director who can be a leader in driving business and economic growth in beautiful southwestern Montana. The position offers a unique opportunity to inspire a team of dedicated staff in working with emerging and established businesses, community developers, regional municipalities and other stakeholders in advancing economic development in southwestern Montana. The duty and responsibility of the Executive Director is to lead the organization.

The Executive Director role includes:

- Working closely with a volunteer Board of Directors in setting Prospera's strategic direction and policies within the organization's by-laws, fundraising, managing the budget, and identifying solutions to strengthen the organization's ability to serve the region's business community
- Managing day-to-day operations, grants, and revolving loan fund programs, budgeting and financial performance
- Assuring the delivery of quality services and programs by directing staff's implementation of programs per the board's direction
- Serving as the key conduit between Prospera and the community, developing and maintaining strong relationships and fostering collaboration with stakeholders and partners including Prospera members, area businesses, municipalities, government agencies, community leaders and partner organizations

QUALIFICATIONS:

- A background in business and organizational management
- College undergraduate degree required, Master's degree preferred
- Experience managing a business or non-profit organization
- Computer literacy including experience with Microsoft Office Suite, QuickBooks, and internet research

NECESSARY SKILLS AND ABILITIES:

- **Leadership:** Ability to supervise staff and programs; to be a strong leader capable of building consensus, to delegate responsibility effectively while supporting, motivating and empowering staff; strength in problem solving and forging creative solutions; able to develop and maintain effective partnerships; and to work effectively with a Board of Directors.

- **Communication:** Ability to communicate effectively and clearly in both oral and written format, strong public speaking skills, and ability to communicate the vision for the organization to the community at large. Strength in conveying complex information, both internally and externally.
- **Financial Management:** Fiscal responsibility and the ability to analyze and present financial information, develop and manage budgets, supervise accounting functions, submit grant reporting and supervise loan programs.
- **Business Management:** Hiring, training, and supervising staff; supervising and understanding financial matters, including an understanding of accounting principles, responsibilities and budgeting skills; and organizing and communicating organizational goals, objectives, and priorities including marketing and community outreach.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The following is an overview of the key areas of responsibility of the Executive Director:

Management of the Board of Directors

The Executive Director leads the organization by working with the Board of Directors to develop and implement the organization's strategic plan. The Executive Director updates the board on Prospera's programs and staff accomplishments and appraises board direction to staff. The Executive Director attends all board meetings and provides minutes for each meeting.

Fundraising and Program Development

The Executive Director provides strategic leadership for the organization's fundraising efforts through campaign readiness and implementation, and building affinity with stakeholders. Fundraising and program development includes program-specific campaigns and annual foundation requests and requires cultivating donor relationships, identifying and pursuing grants as applicable, and evaluating new program development opportunities for the organization. These opportunities may be from federal, state or local sources and from foundations, businesses and individual donors.

Revolving Loan Fund Program Oversight

The Executive Director oversees and is ultimately responsible for the operation and growth of Prospera's loan programs and works with Prospera staff to market the programs. The Executive Director serves on the loan review committee (as a non-voting member) and reports to the Board of Directors on the loan portfolio status.

Currently, the Executive Director is responsible for the oversight of the following revolving loan fund programs:

- USDA Intermediary Revolving Loan Fund (Available throughout Park County and in Gallatin County outside of Bozeman city limits)
- Bozeman Revolving Loan Fund (Restricted within the city limits)
- Livingston/Park County Revolving Loan Fund (Available throughout Park County)

The Executive Director is either directly responsible for, or supervises staff in reviewing applications, completing the credit analysis, preparing loan presentations, loan document preparation, assuring loan compliance, and loan administration including payment processing and record-keeping. The Executive Director coordinates with the Program Manager and Accountant on the administration and maintenance of the portfolio of loans.

Economic Development Program Implementation

The organization is the State of Montana, Department of Commerce's designated Certified Regional Development Corporation (CRDC) serving Gallatin and Park County. The Executive Director is responsible for program oversight, financial management, quarterly reporting, and project administration.

The Executive Director works directly with the assisted entity (business or municipality) to develop the appropriate scope of work; write the grant application and submit applications to the state for projects including but not limited to: workforce training grants, job creation assistance grants, community infrastructure projects, planning and feasibility study grants.

The Executive Director is responsible for grant management and fiscal administration, the quarterly and year-end reporting requirements for each grant, and the CRDC program.

Montana Women's Business Center Program Oversight

The Executive Director works closely with the Director of the Montana Women's Business Center to assure that consistent, high quality services are delivered through the program. The Executive Director is responsible for the quarterly, semi-annual and fiscal year-end financial grant management and reporting to the Small Business Administration, in coordination with the Montana Women's Business Center Director. The Executive Director also provides direct counseling services to clients in this area and at other times supervises the Prospera staff in providing these services.

Membership Program Development

The Executive Director oversees, and assists as needed with, the Program Manager's work plan on membership retention and new member recruitment to ensure the stability of the organization's membership base.

Professional Development Program Oversight

The Executive Director is responsible for the oversight of the organization's delivery of quality programming to the membership and the public. The Executive Director coordinates with the Montana Women's Business Center Director, the Program Manager, and the Board of Directors to ensure that the membership and business community have access to educational and professional development opportunities that will enhance their business skills.

Economic Research and Business Assistance

The organization conducts economic research and publishes the annual *Economic Profile for Gallatin and Park Counties*, and a *Business Resource and Relocation Guide*. On occasion the organization will conduct contract specific economic research projects. The Executive Director supervises the Program Manager's work to complete the annual publications and is responsible for coordinating any additional economic research projects and publications and serves as the organization's contact person for economic information. The Executive Director is responsible for leading efforts to recruit and attract new businesses as needed.

Human Resources

The Executive Director supervises the organization's staff and is responsible for all human resource issues, including payroll, benefits, time tracking, personal leave, vacation schedule, and employee professional development.

REGULAR WORK SCHEDULE:

The work schedule is generally Monday through Friday 8:00 am to 5:00 pm, with occasional evening and early morning meetings, as well as occasional overnight, out-of-town travel. The Executive Director is a full-time salaried, exempt position and is not eligible for overtime compensation.

TO APPLY: Send Cover Letter, Resume, References and completed application to:
info@prosperabusinessnetwork.org or by mail to:

Board of Directors
Prospera Business Network
2015 Charlotte Street, Suite 1
Bozeman, MT 59718

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

All applicants are considered without regard to race, color, gender, religion, national origin, age, marital or veteran status, mental or physical disability unrelated to job performance or any other legally protected status.

POSITION APPLYING FOR: _____ DATE: _____

PERSONAL INFORMATION

Legal name: First _____ Last _____ Middle Initial _____

Address: Street _____ City _____ State _____ Zip code _____

Home Telephone: _____ Other Telephone: _____

E-mail: _____ Social Security #: _____

Driver's License #: _____ State: _____
(if position requires operation of a company vehicle)

Are you legally eligible for employment in the United States? ☐ Yes ☐ No

United States Visa status, if applicable: _____

Have you been convicted of a felony? ☐ Yes ☐ No
Convictions do not automatically disqualify you for employment.

If yes, please explain circumstances: _____

Are you at least 18 years old? ☐ Yes ☐ No

POSITION INFORMATION

Position(s) applying for: _____ Salary desired: \$ _____

Employment status desired: ☐ Full Time ☐ Part Time ☐ Temporary

What hours are you available to work? _____

If hired, when could you start? _____

How did you hear about this job? _____

EMPLOYMENT HISTORY *(Most recent first)*

1. Job Title:		Duties:	
Employer:			
Dates of Employment (month / year) From: To:			
Starting Salary:	Ending Salary:	☐ Full Time ☐ Part Time ☐ Temp	
Employer's Address:			
Supervisor:	May we contact? ☐ Yes ☐ No	Phone:	
Reason for Leaving:			
2. Job Title:		Duties:	
Employer:			
Dates of Employment (month / year) From: To:			
Starting Salary:	Ending Salary:	☐ Full Time ☐ Part Time ☐ Temp	
Employer's Address:			
Supervisor:	May we contact? ☐ Yes ☐ No	Phone:	
Reason for Leaving:			
3. Job Title:		Duties:	
Employer:			
Dates of Employment (month / year) From: To:			
Starting Salary:	Ending Salary:	☐ Full Time ☐ Part Time ☐ Temp	
Employer's Address:			
Supervisor:	May we contact? ☐ Yes ☐ No	Phone:	
Reason for Leaving:			
4. Job Title:		Duties:	
Employer:			
Dates of Employment (month / year) From: To:			
Starting Salary:	Ending Salary:	☐ Full Time ☐ Part Time ☐ Temp	
Employer's Address:			
Supervisor:	May we contact? ☐ Yes ☐ No	Phone:	
Reason for Leaving:			

EDUCATION

Type of school	Name and Location	Dates Attended	Degree Received	Subjects Studied	Did you graduate?
High School					
College / University					
Graduate School					
Tech School					
Other					

Special courses, training or experience acquired, including military experience: _____

SKILLS

Clerical / Office skills		
Computer skills	Name of software:	☐ PC ☐ Mac ☐ WPM
Languages		
Other special knowledge or skills		

Please describe any other experience, abilities or skills that might be helpful in considering your application: _____

CERTIFICATION & AUTHORIZATION

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentations or omissions of facts in this application are grounds for disqualification from further consideration or for dismissal from employment.

I authorize the company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position.

If employed, I agree to conform to the rules, regulations and policies of the company.

I hereby acknowledge that I have read and fully understand the forgoing and seek employment under these conditions.

Signature of Applicant

Date