

	Boulder, MT	<b>J o b Description n</b>
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*Jefferson Local Development Corporation (JLDC) is an equal opportunity employer. JLDC shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b> Project Officer	<b>FLSA Status:</b> X <b>Non-Exempt Exempt</b>
<b>Department:</b> JLDC (economic development)	<b>Reports to:</b> Executive Director  <b>At-Risk Position (BBP):</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

**Job Summary:**

The Project Officer will build strong relationships with external partners and community leaders to develop and implement strategies for creating, attracting, expanding and retaining businesses and industries throughout Jefferson County. The Project Officer will focus on assisting business retention and expansion and assist with project development and implementation throughout the county.

The Project Officer will also work closely with the Grants Administrator to develop, obtain, and coordinate grant funding to support JLDC and Jefferson County primarily through grant writing and administration. This will position will help oversee the County's (including component units) grants portfolio including identifying grant opportunities, working with departments to develop applications, writing select applications, coordinating award receipt, and ensuring compliance. Work is on behalf of the local governments and non-profit organizations for management of the American Rescue Plan Act (ARPA) funding and seeking grants and other funding opportunities within the agency's mission. This position is funded for two years under the Jefferson County ARPA funding.

**Duties/Responsibilities:**

- Counsel and provide guidance on federal, state and local programs to assist area businesses
- Participate in the development and implementation of JLDC goals, objectives, policies and priorities
- Develop and maintain strategic professional relationships with internal and external stakeholders

- Facilitate implementation of various revenue generation techniques and prepare plans for economic development programs and projects
- Assist in the management of county tax increment district project areas
- Effectively communicate with national, state, and community-level economic development officials and elected/ appointed officials to increase visibility and understanding of key economic policy and development issues
- Prepare and present accurate and reliable reports as assigned with findings and recommendations
- Provide support as directed by the Executive Director of the JLDC
- Provide staff support as liaison at commission and committee meetings as assigned through formal presentations, discussion and communications
- Other duties as assigned

**Work Location/Travel:**

- The primary work location shall be at the JLDC offices in Boulder, Montana
- Position may require night and weekend work, frequent travel throughout the county with occasional travel outside of the county to meet program or training needs

**Required or Preferred Skills/Abilities:**

- Demonstrate effective interpersonal, verbal and written communication skills
- Proficient with Microsoft Office Suite or related software and familiarity with QuickBooks preferred

**Education and Experience:**

- Bachelor’s Degree in business, public administration or other related degree; and
- At least two years of increasingly responsible experience in economic development, business, marketing, community development or other closely related field; or
- Any combination of experience and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the work

**Physical Requirements:**

- Prolonged periods sitting at a desk, working on a computer and driving
- Must be able to lift up to 15 pounds at times
- Must possess a valid Montana Class D license

**Salary & Benefits:**

Salary commensurate with experience, education, and qualifications. Benefits package, paid time off, and cell phone stipend provided.

**Required Applicant Documents**

1. Cover Letter
2. Resume
3. Three professional references

To apply, please send the required documents to Eric Seidensticker at [-erics@jldcmt.com](mailto:-erics@jldcmt.com).

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Signatures:

Immediate Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Board of Directors: \_\_\_\_\_

Date: \_\_\_\_\_

Elected Official: \_\_\_\_\_

Date: \_\_\_\_\_