

DOWNTOWN MISSOULA PARTNERSHIP, LLC

Position Description

Job Title: Business Development Director
Reports to: Executive Director
Hours: 20-30 hours week with occasional evening hours
Salary: \$22.00/hour
Benefits: Lease Parking
Function: This position is responsible for the business development initiatives of the Downtown Missoula Partnership, which is comprised of the Missoula Downtown Association, the Downtown Business Improvement District and the Missoula Downtown Foundation.

This includes but is not limited to: the cultivation, solicitation and stewardship of investors, developers and businesses; economic development activities; data acquisition, management, and distribution; communications and outreach; and planning

Duties and Responsibilities:

- Serve as Project Manager for the Downtown Missoula Master Plan Update, including community outreach and presentations, meeting coordination, facility rentals, approval process and more
- Assist with renewal of the Downtown Business Improvement District
- Assist with planning and implementation of the Downtown Montana Conference 2019
- Track Downtown investment and business development and update reports periodically
- Work with local organizations, businesses and others to attract investors to Downtown through planning, project development and promotional activities
- Strengthen connections with Missoula-area economic development agencies to increase investment in Downtown Missoula
- Strengthen connection with University of Montana Business Development projects and programs
- Create and maintain business development communications and collateral
- Represent the Partnership at community events and meetings where appropriate
- Other duties as needed

The Business Development Director must:

- Demonstrate a comprehensive understanding of business development and recruitment
- Demonstrate excellent oral and written communication skills
- Demonstrate professionalism and ability to cultivate partnerships and develop relationships to advance the goals of Downtown
- Demonstrate ability to work with investors, developers, businesses and realtors

Required Qualifications (knowledge, skills & abilities):

- Bachelor's degree in Business or other related field
- Knowledge of community and business development strategies
- Proficient computer skills and experience in data management

- Proficient skills in research and analysis
- Proven project management skills
- Exceptional writing and editing skills
- Proven time management and organizational skills
- Excellent interpersonal and communication skills
- Flexibility, dependability and creativity
- Ability to manage multiple projects at the same time

Please email cover letter, resume, and three references to Linda@missouladowntown.com