

Job Description
Miles City Staff Position

September 2018

Miles City Area Economic Development Council (MCAEDC)
Southeastern Montana Development Corporation (SEMDC)

A) Title: Executive Director / Loan Administrator

Acts as the Executive Director for MCAEDC serving Miles City and Custer County and as Loan Administrator for SEMDC serving eastern MT

B) Education and Qualifications:

College degree or experience in Non-Profit Management, Commercial Lending, Marketing, Economic Development or Related Areas. Background in budgets, loan documentation, grant writing or governmental business funding programs a plus.

C) Skills:

- a) Excellent customer service, people and / or sales skills.
- b) Proven ability to establish and maintain professional relationships in a diverse environment and with diverse people and groups.
- c) Demonstrate professional initiative / behaviors as organizational leader and community representative.
- d) Ability to prioritize and operate in a goal-orientated environment.
- e) Advanced written and oral communication skills.
- f) Competent computer skills.
- g) Proven organizational, leadership and management skills.
- h) Proficient financial statement analysis and budget management.
- i) Maintain a thorough knowledge of products and services.

D) Duties:

- 1) Provide economic development services for the Miles City and Custer County area.
- 2) Promote business development in Custer County and Southeastern Montana.
- 3) Work closely with the MCAEDC and SEMDC Boards / Committees under the direction of the SEMDC Executive Director and MCAEDC Board Chair.
- 4) Develop goals and objectives annually for both SEMDC and MCAEDC for review and approval under the supervision of the SEMDC Executive Director and MCAEDC Board Chair.
- 5) Assist MCAEDC in the development of an Annual Work Plan and facilitate revenue growth.
- 6) Work with public and elected officials and develop client relationships.
- 7) Market the SEMDC and affiliate Revolving Loan Funds (RLF) in their respective service regions.
- 8) Interview loan applicants and assist through the process with other stakeholders.
- 9) Package loan documentation, evaluate risk and make recommendations to the SEMDC Revolving Loan Fund (RLF) Committee.
- 10) Provide loan servicing including pursuit and / or collection of delinquent balances.
- 11) Handle confidential client info in a responsible manner adhering to organizational policies.
- 12) Maintain consistent working knowledge of all products and services available to meet client's needs.
- 13) Work approximately 60% for MCAEDC and approximately 40% for SEMDC 40-hour work week.
- 14) Must maintain valid driver's license & have reliable personal transportation.
- 15) Must be willing to reside in / or relocate to Custer County, MT.
- 16) Typically 40-hour week, mostly weekdays, 8am-5pm, with some early mornings / evening commitments.
- 17) Provide recommendations / support on related legislative policy and / or advocacy issues.
- 18) Perform other tasks as assigned.

E) Compensation:

- 1) Attractive annual compensation base (DOE).
- 2) Benefits package available, including health and retirement benefits.