

**Member Investor Program Coordinator  
and  
Marketing/Recruitment Support**

Big Sky Economic Development is seeking a Full-Time Member Investor Program Coordinator, with added responsibilities related to marketing and business recruitment efforts. This position is responsible for the administration, development, and marketing of the Big Sky Economic Development Corporation Member Investor Program. The successful candidate will recruit and cultivate participation in this program, solicit funds from Member Investors as well as plan a number of events throughout the year to actively engage our membership and provide opportunities for dialogue on critical business issues. They will also be responsible for duties related to business outreach, organizational marketing, and business recruitment. The position of Member Investor Program Coordinator works directly with the business community in Yellowstone County at an executive level, as well as working directly with the EDC-EDA Board of Directors, and leadership of the organization. Applicants must possess a four-year degree in business, administration, marketing or communications, three or more years of successful experience in marketing, public relations or communications for business or community-based organization, or a combination.

This position is full-time and salaried. Big Sky Economic Development provides a great career opportunity for the right candidate, along with a competitive salary and benefits. Qualified applicants may download an application and review a complete job description at [www.bigskyeconomicdevelopment.org](http://www.bigskyeconomicdevelopment.org), or by calling 406-256-6871. Please submit your Big Sky ED application, a cover letter, and resume by February 7, 2012 to:

Big Sky Economic Development  
Attention: Steve Arveschoug  
222 North 32<sup>nd</sup> Street, Suite 200  
Billings, Montana 59101-1948

Big Sky Economic Development is an Equal Opportunity Employer. All qualified applicants will receive consideration.

(see full description & application below)

Position Description  
**Member Investor Program Coordinator  
and Marketing/Recruitment Support**  
(updated January 24, 2012)

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**Status:** Full-time/Salaried

**Salary Range:** \$TBD

**Reporting Responsibility:** This position reports directly to the Executive Director

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**Summary of Essential Role and Responsibilities**

The Member Investor Program Coordinator and Marketing/Recruitment Support position is responsible for the administration, development, and marketing of the Big Sky Economic Development Corporation Member Investor Program, and provides support for organizational marketing and business recruitment. This Program is designed to engage the top businesses in our community in supporting our economic development mission. The position recruits, cultivates, and retains business participation in this Program, develops and implements opportunities for businesses to actively be involved with Big Sky Economic Development Corporation, establishes and implements a communication plan to keep Member Investors informed and engaged, and coordinates the EDC-EDA Annual Meeting and develops the Annual Report. The position also performs duties related to organizational marketing and new business recruitment in collaboration with the Director of Business Outreach, Recruitment and Marketing. The position would provide its own administrative support functions for the Program, including billing and day-to-day interaction with Member Investor businesses.

**Specific Duties and Responsibilities**

1. Member Investor Business Recruitment—development and implement a strategy for the recruitment of new Member Investors, including an annual recruitment campaign, ongoing recruitment efforts, and upgrading existing Member Investor support; coordinate the Membership Committee in the recruitment of new members; meet Member Investor recruitment goals as outline in the Strategic Priorities;
2. Member Investor Retention and Engagement—develop and implement a strategy for the retention and engagement of Member Investor businesses, including Member Investor Forums to provide opportunities for dialogue on critical business issues, routine contact with Member Investor businesses, engagement of Member Investors at monthly EDC-EDA board meetings, and a communications plan (utilizing e-newsletter, LinkedIn or other contemporary communication tools) to keeps Member Investors informed and up to date;
3. Annual Report and Annual Meeting—develop and distribute the organization’s Annual Report in collaboration with the Director of Business Outreach, Recruitment and Marketing—due September of each year; conduct the organization’s Annual Meeting for Member Investors and key EDA-EDC partners—scheduled September/October of each year;
4. Administrative Duties—provide for the billing and collection of Member Investor contributions; conduct necessary follow-up and acknowledgments with Member Investors;
5. Communications/Business Outreach/Special Events—update news and special announcement section of website; support business outreach efforts, including special events, in cooperation with the Director of business Outreach, Recruitment and Marketing; coordinate business Outreach Meetings in partnership with Program Directors; develop and disseminate the Energy Newsletter in partnership with the Chamber of Commerce;
6. Leadership and Teamwork—participate in staff meetings and planning sessions, offer leadership and vision for the Member Investor Program, participate in annual strategic planning efforts and Program Directors’ meetings; and

7. Marketing/Recruitment—support development of marketing materials and communication tools for the organization as directed; help to facilitate business expansion and recruitment projects, and the associated incentive and grant writing as directed.

### **Required Experience and Abilities**

The position of Member Investor Program Coordinator and Marketing/Recruitment Support works directly with the business community in Yellowstone County at an executive level, as well as working directly with the EDC-EDA Board of Directors, and leadership of the organization. This position requires professional, business orientated experience with a proven track record in membership development, marketing, and communications. Specific knowledge and skills necessary for this position include:

1. A working knowledge of fundamental business principals and the business related issues that are unique to businesses in the Rocky Mountains and Northern Plains regions;
2. Direct experience working with businesses at an executive-level;
3. Experience coordinating a membership-based program and conducting forums and annual meetings;
4. The ability to effectively market Big Sky Economic Development;
5. Excellent communication and interpersonal skills with a strong customer-service focus;
6. Experience utilizing electronic means to communicate, inform and engage the business community;
7. Proficient technical skills, including website management, PowerPoint, Word documents, e-mail, LinkedIn and other social media communication tools, and grant writing.

### **Minimum Qualifications**

Graduation from an accredited four-year college or university with a degree in business administration, marketing or communications; three or more years of successful experience in marketing, public relations or communications for business or community-based organization; or a combination of experience and education that provides the knowledge, skills and abilities necessary to perform the work at a high level.

### **Physical Abilities and Job Requirements**

The physical demand described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. The job may require work-related travel, with occasional overnight stays, by personal vehicle and commercial transportation to participate in business-related meetings. Daily duties of this job will involve reasonable amount of standing, sitting, lifting, driving, public speaking, and computer use. Such activities will require sufficient manual dexterity, vision, mobility, clarity of speech, and hearing to effectively perform the duties and responsibilities of this position.

The exact work hours and days of this part-time position may be flexible depending upon the cycle of work, however, some activities, forums, client meetings, board meetings may require morning, evening or weekend hours.

Acknowledgment of receipt and understanding of this job description:

Signed by \_\_\_\_\_ Date: \_\_\_\_\_



**PLEASE ATTACH AN EMPLOYMENT HISTORY  
(Last 10 Years)**

**This section must be completed entirely. List all work experience, paid or unpaid, beginning with your current or most recent job. Include military experience as well as volunteer jobs that you wish to have considered as part of your qualifications for the position you are seeking.**

Position/Title \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Salary: \_\_\_\_\_ Full Time ( ) Part Time ( )

Supervisor's Name/Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Position/Title \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Salary: \_\_\_\_\_ Full Time ( ) Part Time ( )

Supervisor's Name/Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Position/Title \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Salary: \_\_\_\_\_ Full Time ( ) Part Time ( )

Supervisor's Name/Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

**ADDITIONAL INFORMATION**

Have you ever been employed by this company before? When? In what job? \_\_\_\_\_  
\_\_\_\_\_

Do you have a relative working for this company? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes please explain, this will not exclude you from hire \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain, this will not exclude you from hire \_\_\_\_\_

**READ THE FOLLOWING CAREFULLY, THEN SIGN AND DATE  
THE APPLICATION:**

**Your interest in employment with Big Sky Economic Development is sincerely appreciated. Please feel free to include additional comments that you feel will be helpful in evaluating your qualifications for the position.**

**I understand that falsification, misrepresentation or omission of information is sufficient cause for rejection of this application, or if hired, dismissal from employment.**

**Date: \_\_\_\_\_ Signature: \_\_\_\_\_**