



## **Job Announcement**

Posted May 2, 2022

### **Food and Agriculture Development Center (FADC)**

#### **Business Specialist**

Part-time (20-25 hrs./week)

Prospera Business Network is the leading non-profit organization advancing and supporting community-centered economic development in southwest Montana. Our focus is helping people start and grow their business – in turn strengthening our region’s economy and communities. We offer entrepreneurs and business owners a pathway to success through confidential business counseling, professional trainings, business loans, business development grants and timely economic research.

#### **Position Summary:**

The FADC Business Specialist is the lead business development resource serving value-added, specialty crop and food related businesses in southwest Montana (primarily in Gallatin and Park counties). This position will provide targeted business technical assistance and specialized business counseling support so FADC businesses can strengthen operations and invest in their communities.

This is a new program at Prospera, and this position will plan and organize strategic efforts aimed at growing and strengthening these local and regional businesses. Efforts will include one-on-one business technical assistance, organizing trainings and hosting business roundtables, supporting business development grants, connecting with peer organizations in Montana, and connecting business leaders to other Prospera staff and support resources.

This position will work closely with the Director of Business Development to plan strategic efforts to successfully implement a full FADC program – which is part of a statewide network of FADC business centers.

#### **Desired Skills:**

This position will plan, organize, and implement a FADC program of work that will make a positive impact on people and communities in our region. This person will be;

- Comfortable building working relationships within the agriculture and value-added food business sectors in southwest Montana.
- Knowledgeable and be able to navigate state and federal business grant programs.
- Savvy with communication skills that can adapt to different audiences and can share stories that demonstrate Prospera’s impact.
- Be able to use social media and marketing to promote FADC programs.
- Computer and tech savvy using websites, Windows and MS Office products.

- Skilled at creating community outreach strategies to build a pipeline of clients for the FADC program.
- A team player among Prospera co-workers and can work collaboratively in a business office setting to address issues.
- A professional and competent representative for Prospera in diverse settings.

### **Desired Qualifications:**

- A college degree is preferred, with a focus on business and/or agriculture a plus.
- Direct work experience with grant writing to state/federal agencies.
- Business development experience with knowledge of business financials, marketing, sales, product development, or other business experience.
- Competency working with website platforms, file sharing systems, Microsoft Office Suite, Canva, and social media.
- Strong knowledge of the organizations and agencies working to advance food and value-added businesses in Montana.

### **Duties and Responsibilities:**

#### **Program Development**

Program funding is provided by the Montana Department of Agriculture to our Food and Ag Development Center to provide business technical assistance focused in southwest Montana.

- Manage a pipeline of FADC business clients, and work with them to plan and support their business success.
- Organize meetings and specialized trainings for FADC businesses.
- Effectively communicate food safety rules and regulations regarding agriculture products and food products.
- Update and maintain web page and use it to create new client on-boarding.
- Development and implement business development strategies and programing for ag and food businesses.
- Find and create partnerships in the FADC network, MSU, and other non-profit organizations that advance program goals.
- Strategize and vet business development grants for clients that fit state and federal programs.
- Follow-up with clients to improve their operations with business planning and targeted technical assistance.

#### **Business Events, Trainings, and Reporting**

- Update client records in our Neoserra database, and track business success, financing, grants and other data for each client.
- Plan and organize three agriculture/food related trainings per year.
- Hold at least three FADC business “roundtables” per year
- Develop and write client success stories, program updates, and business metrics.
- Write and submit FADC program reports 2x a year.
- Lead fundraising and program income goals via trainings, sponsors, and grants.
- Support at Prospera’s two major events per year.

#### **Other Duties**

- Collaborating with Prospera staff to service FADC clients.
- Participate in Prospera staff meeting and other important events

- Maintain administrative processes and procedures, and duties as assigned.

**Work Conditions:**

The work week is generally Monday - Friday 8:30 am to 5:00 pm, with some variability depending on workload and client needs. Standing, lifting and some moderate physical requirements (ability to lift 50 lbs.) are necessary along with a personal vehicle, valid driver's license and proof of insurance is required for work travel. This is an "in office" position based in Bozeman, MT.

**Compensation:**

This is a part-time hourly position starting at \$24-28 per hour, DOE.

Other eligible benefits include participation in retirement program (3% match) and monthly phone stipend.

**Apply Now:** Applications will start being reviewed May 16, 2022

Send a cover letter, resume, and three professional references. Your cover letter will be considered a writing sample in addition to serving as a personal introduction.

**Please reply by email to:** [swhite@prosperamt.org](mailto:swhite@prosperamt.org) with "FADC Job" in the subject line.