POSITION DESCRIPTION

BEAR PAW DEVELOPMENT CORPORATION
Food and Agriculture Development Center Director

OVERALL FUNCTIONS
The Food and Agriculture Development Center Director is responsible for the overall administration of the Food and Agriculture Development Center, located at Bear Paw Development Corporation, and designed to primarily serve the Bear Paw District which includes Liberty, Hill, Blaine, Phillips and Chouteau Counties and the Fort Belknap and Rocky Boy’s Indian Reservations; as well as surrounding counties and any additional areas identified and designated by the Montana Food and Agriculture Development Center Network or the Executive Director of Bear Paw Development. The position is responsible for the outreach and development of value-added agriculture and alternative energy projects and programs within the region.

NATURE AND SCOPE OF JOB
A full-time position reporting to the Executive Director. Contingent upon ongoing funding. Competitive wage range between $32,000 and $37,000, based on qualifications and experience. Excellent benefits package includes family health insurance coverage that is 100% employer-paid for employee, generous employer-paid retirement savings program, life insurance policy, professional development opportunities and more. Position is open until filled.

SPECIFIC RESPONSIBILITIES AND DUTIES
1. Food and Agricultural Business Development
   a. Provide one-on-one counseling with producers, manufacturers or producer groups, in the areas of planning, business and market development.
   b. Identify and secure resources to move specific, acceptable projects forward.
   c. Assist producers and entrepreneurs through the development of feasibility studies and sound business/marketing plans.
   d. Provide assistance in marketing and market development.
   e. Provide assistance in business planning and leveraging capital assets.
   f. Assist local agri-businesses, manufacturers and agricultural producers develop strategies that will assist them in becoming more effective in marketing and producing value-added products from both traditional crop and livestock enterprises and those with new or unique niche products.
   g. Assist producers by expanding access to infrastructure for small-scale food processing, food-business and bio-based technology incubation and other potential value-added processes.
   h. Assist in the capitalization of producer-owned, value-added and alternative energy ventures through development of cooperatives, venture capital funds, equity partnerships and/or access to community loan funds and commercial lending institutions.
   i. Engage in networking and outreach activities to promote the services of the Bear Paw FADC and solicit interest in food, agriculture and alternative energy projects.
j. Travel to meet with current and potential partners and stakeholders in order to develop new clients.
k. Plan, analyze, organize and implement strategies to promote economic development in the region.
l. Other related duties as assigned.

2. Administration
a. Responsible for the implementation of the goals and objectives of the Food and Agriculture Development Center at Bear Paw Development and the statewide Food and Agriculture Development Center Network.
b. Monitor financial performance of Center activities and submits reports to funding agency, which is the Montana Department of Agriculture.
c. Research and pursue funding opportunities for program continuation.
d. Write and administer complimentary grants and other funding opportunities for project development and implementation.
e. Prepare reports and proposals for all appropriate programs, agencies and organizations, including but not limited to the Montana Department of Agriculture and the Board of Directors of Bear Paw Development Corporation.
f. Ensure that federal and state regulations are complied with and executed.

3. Public Relations
a. Represent the organization at public and professional meetings at the local, regional and statewide level.
b. Actively participate in all Montana Food and Agriculture Development Center Network meetings.
c. Coordinate and provide liaison activities among various agencies and organizations creating an atmosphere necessary for successful partnerships.
d. Work to build new relationships between rural service providers, agriculture producers, and value-added agriculture businesses.

4. Back-up Duties
a. Performs other duties as necessary or as assigned by the Executive Director.

DESIRABLE MINIMUM QUALIFICATIONS
1. Minimum Qualifications:
a. BS/BA required with emphasis in the areas of Agriculture, Business, Marketing, Economics or related fields preferred. Acceptable experience in lieu of education will be considered.
b. Strong oral, written and interpersonal communication skills.
c. Must have and maintain current Montana State Driver’s License.
d. Computer and software experience; proficiency in Microsoft applications (notably Excel and Word) is necessary.
e. Must be able to travel extensively throughout the above specified region. Some overnight travel may be necessary.
f. Proven ability to complete a variety of tasks and pay attention to detail.
g. Must have a demonstrated ability to meet deadlines and work under pressure.
2. Desired Skills and Experience:
   a. Professional experience.
   b. Strong networking and community outreach and/or organizing skills.
   c. Administrative and project management experience.
   d. Experience working with a Board of Directors of a non-profit corporation.
   e. Proficiency with basic office machinery, software and practices preferred.
   f. Must be self-directed, self-motivated and results oriented.
   g. Willing to work creatively and independently to find pragmatic solutions to difficult problems.
   h. Familiarity with federal and state loan and grant programs.
   i. Experience in economic development.
   j. Budgetary principles and practices.
   k. Principles and techniques of public information dissemination and media relations.
   l. Ability to write and speak effectively.
   m. Knowledge of Montana agriculture and value-added processes.
   n. Grant writing and administration.

PHYSICAL DEMANDS
1. While performing the duties of this job, the employee is required to write. The employee is frequently required to sit, talk, hear, taste, and use hands to finger, handle or feel items, read and keyboard. Occasionally, the employee must stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, climb up and down stairs and drive a vehicle.
2. The employee is infrequently required to lift and/or move up to 25 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT
1. Much of the work is sedentary, associated with a typical office atmosphere.
2. Frequent travel by automobile within and outside of the specific region is required.
3. The work requires typical safety precautions associated with working in an office and through standard business travel.

MENTAL/MOTOR DEMANDS
1. While performing the duties of this job, the employee constantly has time constraints. The employee frequently has flexibility associated with routine workflow. Attentiveness and intensity of focus are important. The employee is constantly involved in social interaction, which constantly requires good oral and written communications.
2. Memory, reasoning, mathematics, estimating and judgment are frequently used/required.
TO APPLY

Send letter of application, resume and minimum of three references, two of which must have knowledge of applicant’s professional abilities, to:

Paul Tuss, Executive Director
Bear Paw Development Corporation
ATTN: FADC Director Position
PO Box 170
Havre, MT 59501

UPDATED: April 11, 2018

Bear Paw Development Corporation is an equal opportunity employer.