



**JOB DESCRIPTION**  
**COMMUNITY SERVICES DIRECTOR**

2025

**IMMEDIATE SUPERVISOR:**

Executive Director

**FINANCIAL COMPENSATION:**

Position is classified as a Permanent Full-Time, with an attractive annual base compensation (DOE) plus an appealing benefits package.

**MINIMUM QUALIFACATIONS:**

A college degree in marketing, public relations, communications, economics or related field with a minor in business or business administration is preferred. Experience in lieu of education may be considered but formal training in business administration, fund raising, planning or communications is essential.

**DESIRED SKILLS / EXPERIENCE:**

- 1) Must be able to communicate clearly and effectively, both verbally and written.
- 2) Knowledge of basic government, corporate and foundation grant resources and practices as needed including:
  - \* Preparation of sound grant proposals,
  - \* Identification of funding options and
  - \* Ability to plan and coordinate reporting requirements in subject needed.
- 3) Experience and/or ability to analyze, monitor and report grant performance is desirable.
- 4) Must be able to prepare grant proposal applications, budgets, and other financing options.
- 5) Experience with organizational or governmental planning efforts.
- 6) Must be proficient in basic computer skills and programs including internet research.

- 7) Ability to use computerized word processing, financial analysis and other business and reporting related programs.
- 8) Ability to establish and maintain effective working relationships with employees, clients, lenders, investors, personnel of state / federal agencies, SEMDC Board Members and the general public.
- 9) Working knowledge of available government, corporate, and foundation funding resources.

**DUTIES OF POSITION:**

- 1) Plan, research, organize, promote and administer structured grant programs designed for qualified Public, Private and Non-Profit Sector groups in the four (4) County SEMDC region.
- 2) To improve the economic activity, infrastructure and job capabilities in the SEMDC region by increasing the knowledge and funding of these noted groups in # 1 above.
- 3) Position is based at the SEMDC Colstrip office but other locations could be considered, including remote locations in the SEMDC service region, which would be preferred.
- 4) Provide grant counseling and recommendations to clients and SEMDC Members as needed.
- 5) Ensure on-going data entry requirements as related to post grant service and reporting requirements are met with Grant Administrator.
- 6) Work closely with the SEMDC Executive Director to maximize funding opportunities for economic growth and planning efforts.
- 7) Prepare and maintain the SEMDC Comprehensive Economic Development Strategy (CEDS) Plan. Includes reporting and annual public input sessions with City/County government entities and seven (7) SEMDC communities.
- 8) Coordinate project and reporting activities with the Executive Director, Administrative Services Director, and /or Grant Administrator.
- 9) First priority of time would be SEMDC and SEMDC Members. Second priority would be other entities within SEMDC region as determined by Executive Director.
- 10) May need to travel occasionally within the state of Montana and the four (4) counties of Custer, Rosebud, Powder River, and Treasure.