



Job Description

Executive Director

Job Title:	Executive Director
Location:	Helena Office
Service Area:	Lewis & Clark, Broadwater, Meagher, and North Jefferson Counties
Reports to:	Board of Directors
Position Type:	Full-time / Exempt
Compensation Range:	To be determined based upon experience
Supervisory Responsibilities:	Yes
Cross Trained Duties	Designated key operations and finance functions

GENERAL POSITION DESCRIPTION:

Montana Business Assistance Connection (MBAC), the Helena Area Economic Development Authority serving four central Montana counties, is seeking an entrepreneurial, community-minded Executive Director to lead the organization through a significant new chapter.

This is an exceptional opportunity for an experienced economic-development, lending, nonprofit or public-sector leader to help redefine MBAC's future. The successful candidate will provide strategic vision, establish operational discipline, strengthen partnerships and position the organization as a trusted regional resource for entrepreneurs, existing businesses, communities, and financial partners.

MBAC enters this next phase with an important foundation: a strong, established loan portfolio. Rather than building a lending program from the ground up, the Executive Director will have the opportunity to steward existing assets, improve portfolio performance, expand access to capital, and use lending as a platform for broader business creation, retention, and regional economic growth.

The position combines executive leadership, lending oversight, relationship development, program management, financial stewardship, public advocacy, and community engagement. The Executive Director will work closely with the Board of Directors, staff, borrowers, banking partners, investors, government agencies, elected officials, and regional economic-development organizations.

PRIMARY ROLES AND RESPONSIBILITIES:

Executive Leadership, Governance & Organizational Management

- Serve as MBAC's executive director and principal organizational representative.
- Partner with the Board to establish strategic priorities, annual goals, policies, and performance measures.
- Implement Board-approved initiatives and provide timely reporting on organizational performance.



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- Prepare clear Board reports, recommendations, financial information, and portfolio updates.
- Advise the Board regarding organizational risks, opportunities, funding trends, legislation, and community needs.
- Establish clear staff responsibilities, performance expectations, workflows, and operating procedures.
- Supervise, support, and evaluate employees and promote ongoing professional development.
- Recruit and retain qualified staff and manage contractors, consultants, and professional service providers.
- Maintain appropriate organizational records, policies, compliance documentation, and internal controls.
- Foster an accountable, collaborative, service-oriented organizational culture.

Lending, Portfolio & Financial Management

- Provide executive oversight of MBAC's lending programs, loan portfolio, and available lending capital.
- Maintain prudent lending, underwriting, documentation, servicing, collection, and reporting practices.
- Monitor portfolio quality, delinquencies, reserves, liquidity, write-offs, risk exposure, and capital deployment.
- Ensure lending activities comply with applicable federal, state, funder, and program-specific requirements.
- Coordinate with lending staff, loan committees, legal counsel, accounting professionals, funders, and external lenders.
- Maintain effective portfolio and performance reporting for management and Board oversight.
- Evaluate opportunities to responsibly deploy capital and secure additional lending resources.
- Collaborate with accounting personnel and the Board in developing and managing annual budgets.
- Monitor organizational revenue, expenses, cash flow, reserves, financial controls, and forecasts.
- Support accurate financial reporting, audits, grant compliance, and contractual requirements.
- Pursue sustainable operating and program funding through grants, contracts, partnerships, contributions, and earned revenue.



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Economic Development, Partnerships & Community Engagement

- Lead initiatives supporting business creation, retention, expansion, succession, and access to capital.
- Support entrepreneurs and businesses seeking financing, technical assistance, or growth resources.
- Develop productive relationships with financial institutions, government agencies, economic development partners, foundations, investors, and community organizations.
- Strengthen MBAC's role within the regional economic development and entrepreneurial ecosystem.
- Identify business and community needs and connect stakeholders with appropriate public, private, and nonprofit resources.
- Coordinate grants, contracts, incentives, partnerships, and special projects supporting MBAC's mission.
- Maintain awareness of regional economic conditions, workforce needs, industry trends, and emerging opportunities.
- Serve as MBAC's lead spokesperson and public ambassador.
- Represent MBAC at community meetings, professional associations, civic events, and economic development forums.
- Communicate MBAC's services, lending resources, priorities, and economic impact to borrowers, partners, funders, public officials, and communities.
- Advocate appropriately for programs, policies, partnerships, and resources that strengthen businesses and communities throughout the service area.

GENERAL WORK EXPECTATIONS

All MBAC employees are expected to:

- Follow instructions, procedures, and assigned responsibilities; seek clarification when needed.
- Maintain professional, respectful, and service-oriented interactions.
- Protect confidential borrower, employee, financial, and organizational information.
- Arrive on time, prepared to work, and report absences appropriately.
- Follow MBAC operational, financial, lending, technology, and administrative policies.
- Comply with applicable legal, funder, safety, security, and workplace requirements.
- Follow policies regarding smoking, alcohol, illegal substances, weapons, and prohibited activities.
- Remain attentive, productive, and engaged throughout the workday.
- Maintain organized, secure, and professional workspaces and records.
- Protect MBAC property, systems, information, and organizational resources.
- Promptly report safety, security, financial, or compliance concerns.
- Demonstrate sound judgment, accountability, teamwork, and responsible stewardship.

EXPERIENCE/EDUCATION/LICENSES AND CERTIFICATIONS NECESSARY:



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- Bachelor's degree in business, finance, economics, public administration, community development, regional planning, or a related field preferred.
- Progressively responsible leadership experience in economic development, commercial or community lending, business finance, nonprofit management, banking, or a related field.
- Demonstrated experience with organizational leadership, financial management, strategic planning, and Board or governing-body relationships.
- Working knowledge of commercial lending, underwriting, loan servicing, portfolio management, and business finance strongly preferred.
- Ability to interpret financial statements, budgets, portfolio information, and organizational performance data.
- Experience developing public-private partnerships, managing grants or contracts, and working with government or community stakeholders preferred.
- Advanced education, economic development credentials, lending certifications, or other relevant professional certifications are desirable.
- Equivalent combinations of education, professional experience, and demonstrated accomplishments may be considered.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Work Environment

Work is primarily performed in a professional office environment with regular meetings, community engagement, and travel throughout MBAC's service area. Periodic work may occur at business locations, community facilities, development sites, or other off-site locations.

The position may occasionally require participation in evening or weekend meetings and events. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Physical Demands

Frequently sitting, standing, moving within office, between meetings, and at event environments; lift or carry typical office, meeting, or materials weighing up to 50 pounds; occasional heavier lifting may be required with assistance. Ability to work in shared environments. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Position Type/Expected Hours of Work

This is a full-time position. Agreed upon work hours are usually between 8:00 a.m. to 5:00 p.m. Monday – Friday.

Travel

Regular travel throughout Lewis & Clark, Broadwater, Meagher, and North Jefferson Counties is required. Occasional travel elsewhere in Montana or outside the immediate service area may be necessary for meetings, professional development, funder activities, conferences, or organizational business.



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AAP/EEO STATEMENT

Montana Business Assistance Connection, Inc. (MBAC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. MBAC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

OTHER DUTIES AND NOTICES

This job description is intended to describe the general nature and level of work performed by the Executive Director and is not intended to represent an exhaustive list of duties, responsibilities, or qualifications. Responsibilities may be modified based on organizational needs, Board direction, funding requirements, regulatory obligations, or changes in MBAC programs and services.

The Executive Director is expected to perform other duties reasonably related to the position and MBAC's mission as assigned or authorized by the Board of Directors.

Employee Printed Name

Employee Signature

Date

Supervisor Printed Name

Supervisor Signature

Date