POSITION PROFILE

Executive Director

An Opportunity for Strategic Renewal and Regional Economic Impact.

Opportunity for Strategic Renewal. Leadership for Lasting Economic Impact.

Montana Business Assistance Connection (MBAC) is entering an important new chapter, one that brings together the strength of an established regional mission and lending portfolio with a meaningful opportunity to redefine how the organization serves businesses and communities across central Montana. With a foundation built on access to capital, economic development, and trusted community relationships, MBAC is positioned to strengthen its operations, expand strategic partnerships, and build a more visible, responsive, and sustainable organization for the future.

The next Executive Director will have the opportunity to lead that renewal. Working alongside the Board of Directors, staff, lenders, funders, public partners, and communities, this leader will help translate MBAC’s history and resources into a clear vision for what comes next; strengthening portfolio performance, expanding opportunities for entrepreneurs and existing businesses, modernizing organizational capacity, and deepening MBAC’s role within the regional economic-development ecosystem.

This is an opportunity for a leader who sees economic development as more than programs and transactions. It is the work of connecting capital, businesses, people, partnerships, and place in ways that create lasting opportunity. The next Executive Director will be entrusted not simply with managing MBAC, but with helping shape its next generation of service and impact.

About MBAC

Originally established in 1990, MBAC, formed in 1999, and its affiliated Gateway Economic Development District (GEDD), perform economic development and community development activities in **Lewis and Clark, Broadwater, Meagher and North Jefferson counties.** MBAC supports businesses through access to capital, technical assistance, economic development initiatives, and connections to a broad network of public and private resources. MBAC's revolving loan programs alone draw upon multiple federal, state, local, and private funding relationships, providing businesses with financing options that complement traditional lending and help move viable projects forward.

That collaborative model has produced measurable results. Since inception, MBAC has utilized private and public capital resources and professional business helping create or retain more than 2,500+ regional jobs and facilitating the investment of more than $100+ million in public and private funds into the regional economy. Today, MBAC operates within a regional economy representing approximately 90,000 residents, 49,000 workers, and more than 3,300 businesses, while stewarding an organization reporting approximately $15.5 million in total assets as of year-end 2024.

MBAC's governance and partnerships reflect the same regional approach. Representatives from the public and private sector provide leadership and perspective to help ensure that MBAC's priorities remain firmly grounded in the needs of the local people, businesses, communities, and regional economy today, and generations to come.

Looking Forward

A rare opportunity to build what comes next. MBAC enters this next chapter with a meaningful regional mission, an established lending portfolio, and an ability to strengthen its role as a catalyst for business and economic development across central Montana. A chapter of strategic renewal built upon valuable lending assets, longstanding public and private partnerships, and a clear public purpose.

The next Executive Director will have meaningful latitude to help shape MBAC's next generation of service while respecting its history and obligations to borrowers, funders, and communities. Early priorities will include developing strong relationships with the Board, staff, borrowers, lenders, funders, and regional partners while completing a comprehensive assessment of organizational operations and the loan portfolio. This work will establish a clear understanding of portfolio performance and risk, lending policies and practices, organizational capacity, financial sustainability, and opportunities for future growth.

Working in close partnership with the Board, the Executive Director serves as the primary link between governance and operations ensuring that board members are equipped with timely, accurate, and relevant information to support informed decision-making. The Executive Director brings forward strategic insight, identifies emerging opportunities and risks, and ensures alignment between MBAC's mission, regulatory obligations, and future growth objectives.

$18.8M
Total Current Assets

400+
Active Loans

2,500+
Total Jobs Impacted

24
Acting Revolving Loan Funds

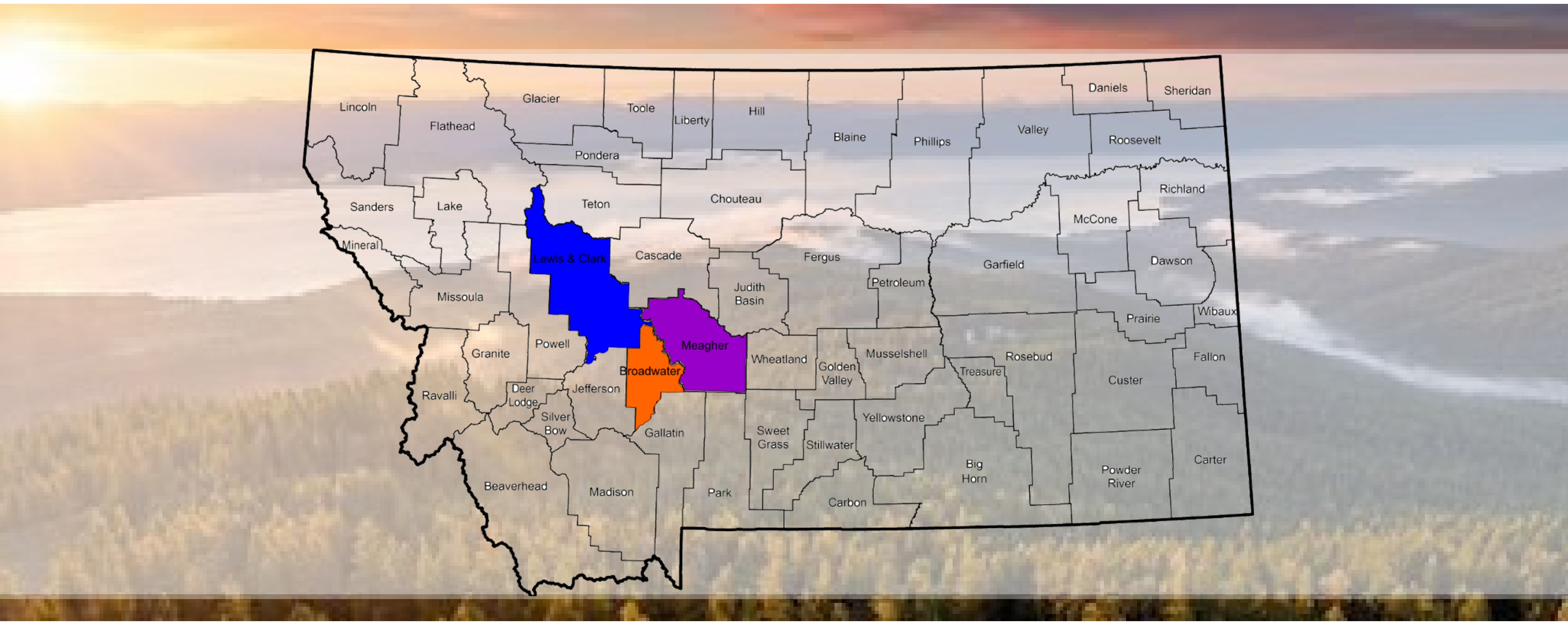
From that foundation, the Executive Director will lead the development of a practical strategic and operational direction supported by measurable goals and community-oriented outcomes. This includes strengthening loan administration, underwriting, documentation, servicing, portfolio reporting, and performance measures; ensuring borrowers receive responsive and consistent service; and building a sustainable organizational structure grounded in accountability, transparency, and operational discipline.

As the face of MBAC, the Executive Director represents the organization within the community, industry, and economic development environment building trusted relationships and identifying new opportunities to support entrepreneurs, enterprise, and growing employers.

Ultimately, the opportunity is to translate renewal into measurable results: stronger borrower service, a healthy and well-managed portfolio, sustainable staffing and funding, productive partnerships, and a renewed regional presence. The next Executive Director will be expected to honor the foundation already in place while bringing the vision, creativity, operational focus, and leadership necessary to define what MBAC becomes next.

Service Area and Regional Economic Snapshot

MBAC serves a diverse and evolving regional economy shaped by the intersection of Montana's capital region, growing communities, rural economies, established industries, and emerging business opportunities. Across its service area, population and workforce trends, business activity, infrastructure investment, and access to capital create both opportunities and challenges for sustainable economic growth. Understanding these market dynamics is essential to MBAC's role—helping align capital, partnerships, and economic-development resources with the businesses and communities that will drive the region's next chapter.



MBAC is the Capital Region of Central Montana and incorporates the central portion of the State of Montana, east of the Continental Divide. It is defined by large mountain ranges with expansive river valley bottoms. The modern history of the region evolves out of placer gold deposits that spurred agriculture and logging to support the boom towns of the region.

- **Lewis and Clark County** pop 75,331 3,498 sq miles 6.1% growth (2020)
  - City of Helena pop 35,138
  - City of East Helena (2020) pop 1,994
- **Broadwater County** pop 8,493 1,239 sq miles 25.4% growth (2020)
  - City of Townsend (2020) pop 1,967
- **Meagher County** pop 2,137 2,395 sq miles 11.0% growth (2020)
  - City of White Sulphur Springs (2020) pop 955

**July, 2025 U.S. Census Bureau data unless referenced otherwise*

The region is spread over 7,132 square miles. The 2026 projected population for Lewis and Clark County is approximately 76,000. This projection assumes an annual rate of change of 1.7%, consistent with the 8.3% population change from 2019 to 2024 according to the US Census Bureau's American Community Survey. The regional economy is supported by state government, healthcare, education, agriculture, manufacturing, construction, tourism, and a diverse network of small businesses and entrepreneurs.

Candidate Profile

MBAC's Board of Directors is interested in hearing from candidates who bring a broad range of leadership, lending, economic-development, business, public-sector, and community experience and perspectives.

While it is understood that no one candidate will offer every desired qualification, the competencies and experience below represent the qualities MBAC is seeking in its next Executive Director. Please see the full job description for additional details. This leader will bring the credibility to build trust across public and private sectors, the financial and operational discipline to steward MBAC's resources and loan portfolio, and the vision and relationship-building skills to lead an organization through strategic renewal and into its next generation of regional impact.

Key Responsibilities

- **Lead Mission Fulfillment and Strategic Direction** Partner with the Board to establish and execute strategic priorities, annual goals, and measurable outcomes.
- **Oversee Operations and Team** Oversee MBAC's day-to-day operations, staff, systems, workflows, and policies by building clear expectations and accountability in a collaborative, responsive, and service-oriented environement.
- **Ensure Financial Stability** Provide executive oversight of MBAC's financial health, including budgeting, cash flow, reserves, internal controls, forecasting, and long-term resource planning.
- **Provide Executive Oversight of Lending and Loan Portfolio** Steward MBAC's lending programs, loan portfolio management, and foster responsible portfolio growth.
- **Advance Business and Regional Economic Development** Lead initiatives supporting business creation, retention, expansion, succession, and access to capital while responding to the distinct opportunities and needs of communities throughout MBAC's service area.
- **Build Public-Private Partnerships and Represent MBAC** Strengthen relationships across business, government, financial, funding, and community partners to expand opportunity and advance MBAC's regional economic impact.
- **Support and Advise the Board** Serve as the primary executive liaison to the Board, providing timely information, strategic insight, and recommendations to support effective governance and informed decision-making.

Primary Roles and Responsiblities:

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.
- 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.

Primary Roles and Responsiblities:

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.

Compensation, Location, and Hiring Process

The compensation range for this role is $95,000 to $125,000 with an ability to negotiate based upon skills and experience. This position is located in Helena, MT and serves Lewis & Clark, Broadwater, Meagher, and North Jefferson counties.

We offer a competitive and comprehensive executive compensation package, commensurate with experience. Benefits typically include:

- Performance-based incentives and bonuses
- Comprehensive health, dental, and vision insurance
- Retirement plan options
- Relocation assistance (if applicable)

We are committed to respecting candidates' time and efforts during the hiring process. At this time, we anticipate that the process will include 2-3 interviews, as well as a met and greet with MBAC hiring committee, Board, and team.

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HOW TO APPLY

Interested and qualified candidates are invited to submit a comprehensive resume and cover letter detailing relevant executive leadership, financial, lending, economic-development, and organizational experience.

Please send applications and confidential inquiries to:

MBAC Board of Directors
hr@mbac.biz

The position will remain open until filled.
For priority consideration please apply by September 21, 2026.

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The Montana Business Assistance Connection catalyzes community leaders, stakeholders, and opportunities driving prosperity, our economy, business vitality, high quality job growth and the enhancement of quality of life throughout the region.

Proudly serving Lewis and Clark, Broadwater, Meagher and North Jefferson counties. Learn more about the communities we serve at https://www.mbac.biz/market-info/