

PROSPERA

Food and Agriculture Development Center (FADC) Program Director

Posted: April 6, 2026

Location: In Person/In Office – Bozeman, MT

Salary: \$70,000 to \$75,000 DOE, with full benefits including:

- ✓ Health Insurance: 100% paid for employee (Silver, Blue Cross Blue Shield plan)
 - Health
 - Dental
 - Vision
- ✓ Plus, employer paid Health Savings Account (Silver Plan)
- ✓ SIMPLE IRA with 3% match
- ✓ 31 Paid-Time Off days (20 PTO + 11 Holidays)
- ✓ Monthly phone stipend
- ✓ Parental Leave
- ✓ Professional Development Opportunities
- ✓ Collaborative and Positive Office
- ✓ Rewarding Work That Matters

Prospera is the leading non-profit organization advancing and supporting community-centered economic development in southwest Montana. Our focus is helping business and communities find their pathway to success, acting as the navigator, problem-solver, and catalyst for a strong Montana economy. Founded in 1985, Prospera has deep roots connecting us to the people and communities across Southwest Montana.

Position Summary

The FADC Program Director 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 position will work closely with the Prospera Team to plan strategic efforts and create an FADC program benefiting client businesses and building partnerships as part of a statewide network of FADC business centers. A successful FADC team member combines business advising skills, food and agriculture industry knowledge, and the ability to connect clients with the right resources—delivering practical, relationship-driven support that helps Montana businesses grow.

Desired Fit and Capabilities

The ideal candidate will be self-motivated and know how to build working partnerships among business leaders and peer organizations, leading to positive outcomes for businesses and Prospera.

- Comfortable building working relationships within the agriculture and value-added

food business sectors in southwest Montana.

- Working knowledge of food and agriculture value chains, value-added product development, and regulatory environments (food safety, licensing, and labeling)
- Knowledgeable and can navigate state and federal business grant programs.
- Savvy with communication skills that can adapt to different audiences and storytelling 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 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.

Qualifications

- A college degree and 3+ years of direct experience in agriculture, food systems, business, economics, or related field.
- Demonstrated experience working directly with entrepreneurs or producers.
- Direct experience in program development at a public or non-profit organization is a plus.
- Demonstrated expertise in Excel creating business projections, financial planning or statements, and business fiscal management.
- Experience with grant writing, grant management and reporting; preferably with federal agencies.
- Highly Competent in the following programs:
 - Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams)
 - Zoom
 - Google Drive Programs (Forms, Sheets, Docs)
- Background in food manufacturing or processing or farm/ranch operations preferred.

JOB DUTIES

Business Development and Counseling (70%)

The FADC Program Director will be proactive in establishing a business clientele they can confidently help with starting, growing, and managing a small business in Montana.

- Develop and manage a pipeline of business clients that can benefit from business counseling and technical assistance.
- Coordinate client on-boarding and metric data in Neoserra (database).
- Manage client communications, and business assistance processes, for 8-10 client meetings/week.
- Provide client success stories.
- Follow-up with clients to improve their operations with business planning, development strategies, financial analysis, marketing assistance, managing a business, cash flow management, business projections, financing, human resources and more.
- Align clients with grants, loan financing, and other business assistance.
- Conduct surveys and outreach for FADC reporting and quality metrics.
- Collaborate with our business development team, to improve the program and processes for helping small businesses.

- Work within a statewide network model building trust with diverse stakeholders.

Professional Programs and Trainings (10%)

Work with our business development team to plan and implement an annual training, mentoring, and business development program that is innovative and aims for high-quality outcomes.

- Work with the Senior Director of Finance and Lending to plan and budget for a comprehensive FADC program and monitor income and expense so that organizational goals are met.
- Be the subject matter expert and lead trainings for in demand FADC topics.
- Assist with multi-channel marketing to promote our program offerings.
- Promote the increased use of (ed2go.com), our online training platform.

Grant Management (20%)

Provide effective communication and relationships with the MT Department of Agriculture to plan for and complete FADC grant responsibilities and program metrics.

- Keep and maintain records to ensure compliance with state/federal rules and guidelines for the FADC.
- Write and prepare the annual technical proposal, and periodic program reports to the FADC program.

Work Conditions

The work week is generally Monday - Friday 8:30 am to 5 pm, with some variability depending on workload and events. 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. This is an "in office" position based in Bozeman, MT, with occasional travel required.

To Apply

Email a cover letter describing your interest in the position, and a resume. The cover letter will be considered a writing sample in addition to serving as a personal introduction.

E-mail your application to jweak@prosperamt.org with "FADC Program Director" in the subject line.

Applications will be reviewed starting April 20, 2026, and the position will remain open until filled.