

## **Business Development Coordinator (Cabinet for Economic Development)**

### **Company Description**

Thank you for your interest in non-merit (governor appointed) career opportunities with the Commonwealth of Kentucky, the state's largest employer. Employment with the Commonwealth offers team members a satisfying career in civil service. Whether you are helping to provide essential benefits to children, generating job growth, protecting the most vulnerable or building Kentucky roads and facilities, your contribution is making a difference in the lives of your fellow Kentuckians.

### **Job Details**

The Kentucky Cabinet for Economic Development (Cabinet) is seeking a self-motivated, organized and process-driven individual to join our team as a Business Development Coordinator in the Office of Entrepreneurship and Small Business Innovation, known throughout the Commonwealth as KY Innovation. The full-time position, which will be based in Frankfort, Kentucky, will be responsible for assisting in the application process management and oversight of programs operated or funded by the Cabinet in the small business and entrepreneurship sectors. This would include programs such as Kentucky Small Business Tax Credit, the Kentucky Small Business Credit Initiative, the Selling Farmer Tax Credit, and the Angel Investment Tax Credit, among other programs.

### **Key Responsibilities:**

- Collaborate closely with Financial Services staff in the processing of applications for the Kentucky Small Business Tax Credit, the Kentucky Small Business Credit Initiative, the Kentucky Angel Investment Tax Credit and other financial incentive programs, as needed.
- Collaborate closely with Financial Services staff on receipt, review and processing of invoices related to contracts with multiple vendors.
- Analyze individual projects and applications for completeness, accuracy and conformance with program requirements, prepare accurate materials and other approval documents, address applicant questions and obtain required documentation.
- Maintain effective communication with participating companies, Cabinet staff, state and local representatives, legal counsels, financial representatives and others regarding compliance, reporting and program status.
- Responsible for maintaining meticulous data records using various document storage processes and electronic storage systems and provides reports as needed. Routinely works with highly confidential and sensitive data.
- Participate in the review and preparation of program policies and procedures. Recommends policy, procedure, statutory and regulatory changes related to the monitoring of programs and conformance of the programs and incentive agreements to statutory requirements. Work with Cabinet staff to implement new programs and aid in the operations and compliance of such programs under their applicable parameters.
- Aid in the preparation of marketing and informational materials in print and digital formats related to Kentucky's program offerings and efforts to expand and grow its entrepreneurial ecosystem.

- Obtain expertise in the small business, entrepreneur and startup company incentives within Kentucky and its surrounding states, and prepare and provide presentations on such programs throughout Kentucky.

**The successful candidate should be able to demonstrate the following:**

- Ability to work independently, but also collaborate with Cabinet staff, management and economic development partners.
- Excellent time management, organizational, verbal and written communications skills, a keen attention to detail, and an ability to problem solve issues that may arise within the programs you manage.
- Experience specifically in analyzing corporate financial statements.

**Minimum Qualifications:**

- A bachelor's degree and relevant experience in entrepreneurial support, business management, marketing, communications, sales, economics, industrial development, economic development, research, site planning, commercial real estate, urban planning or a related field is required. Preferred: 3-5 years of experience.
- Non-degreed candidates with experience in one of the above areas will substitute for the educational requirement on a year-for-year basis.

Location: Frankfort, KY

Work Schedule: Full Time (Generally Mon - Fri; 37.5 hrs/wk, and may include some weekend work)

\*Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary, it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, genetic information or veteran status. Reasonable accommodations are provided upon request. [NM.vacancy@ky.gov](mailto:NM.vacancy@ky.gov)