

Business Development Specialist (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 is seeking a dynamic and self-motivated individual to join our team as a Business Development Specialist in the Office of Entrepreneurship and Small Business Innovation. The full-time position, which will be based in Frankfort, Kentucky, will be responsible for cultivating business development opportunities primarily in the startup and technology sectors by promoting Kentucky as an ideal location for entrepreneurship and startup business growth.

Key Responsibilities:

- Identify, research and target startups and entrepreneurs seeking to start a business that may have a competitive advantage by starting and scaling their business in Kentucky, as well as proactively calling on startup companies with an Interest or potential interest in locating in Kentucky.
- Develop and maintain communication and relationships with existing Kentucky startup and technology companies and entrepreneurs in order to facilitate retention and expansion opportunities.
- Assist in preparation of print and digital marketing proposals and materials showcasing the entrepreneurial climate of Kentucky and assume responsibility for social media marketing and monitoring within the entrepreneurial ecosystem.
- Work with business executives and site selection consultants located worldwide, as well as coordinate marketing efforts with regional economic developers, elected officials, utility and transportation partners.
- Maintain a sound knowledge of Kentucky's research and technology assets, including but not limited to, its research universities, private sector research strengths, and state-wide commercialization opportunities.
- Identify channels for promotion of Kentucky as a key startup and technology hub, including trade shows, missions, networking events and other promotional activities that would benefit Kentucky companies and promote Kentucky's economy. Seek out partnerships with companies, chambers of commerce, industry associations, local and federal government agencies and others to leverage marketing opportunities.

- Prepare briefings and other support materials related to potential markets, companies and opportunities for Kentucky, including market briefs, country profiles, site visits and any other relevant information.
- Obtain expertise in entrepreneur and startup company incentives within Kentucky and its surrounding states, and provide presentations on such programs throughout Kentucky.
- Obtain knowledge of and ability to review and assist with processing of applications for tax credit and incentive programs administered by KY Innovation, on an as needed basis.

The successful candidate should be able to demonstrate the following:

- Proactive, highly responsive work approach with an ability to identify new opportunities.
- Ability to work independently, but also collaborate with Cabinet staff, management and economic development partners.
- Excellent time management, organizational, verbal and written communications skills, and a keen attention to detail.
- Must be comfortable making presentations to small and large groups.
- Experience specifically in analyzing corporate financial statements.
- Be comfortable with travel throughout the Commonwealth.
- A strong interest in technology, startups and entrepreneurship.

Minimum Qualifications:

- A bachelor's degree and relevant experience in startup companies, 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 (Mon - Fri; 37.5 hrs/wk)

*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