**Deputy Executive Director, KY Innovation (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) seeks a self-motivated, organized and process-driven individual to join our team as the Deputy Executive Director in the Office of Entrepreneurship and Small Business Innovation, known throughout the Commonwealth as KY Innovation. The full-time position will be based in Frankfort, Kentucky and will be responsible for supporting the efforts of the Executive Director as it relates to the Commonwealth’s innovation and entrepreneurship agenda.

**Key Responsibilities:**

* Manage a team of skilled professionals who oversee diverse programs and undertake project management roles when necessary.
* Provide oversight and guidance to partners, contractors and vendors operating and executing innovation initiatives statewide.
* Develop and track budgets and ensure program performance and compliance.
* Maintain effective communication with Cabinet staff, state and local representatives, legal counsels, financial representatives and others regarding compliance, reporting and program status.
* Maintain meticulous data records as it relates to KY Innovation operations.
* Participate in the review and preparation of program policies and procedures. Recommend policy, procedure, statutory and regulatory changes related to the monitoring of programs and conformance of the programs and incentive agreements to statutory requirements.
* Track legislative activity and engage with policymakers as needed.
* Develop expertise in the small business, entrepreneur and startup company incentives within Kentucky and its surrounding states and prepare and provide presentations on such programs to constituencies throughout Kentucky.
* Develop expertise and monitor best practices for entrepreneur and startup support programs and services nationwide.
* Maintain knowledge and awareness of relevant programs and funding opportunities at the federal level.
* Leverage knowledge of Kentucky-based and non-Kentucky startups to advise Director on strategies to engage, retain and recruit early stage, high-growth companies.
* Develop knowledge of startup funding, including angel, venture, and private equity as well as advise Director on strategies for maximizing and attracting investment dollars to Kentucky.

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

* Clear ability to lead people and manage programs.
* Ability to 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 solve problems that may arise within the programs.
* Able to re-prioritize tasks and support teams based on frequently changing needs and the ability to work well even when faced with ambiguity.
* Excellent judgment, professionalism and ability to represent KY Innovation and the

Executive Director to external partners.

**Minimum Qualifications:**

* A bachelor's degree and relevant managerial experience in large organizations with experience managing public-private partnerships as a plus. Preferred: 7-10+ 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