Cabinet for Economic Development - Business Development Project Manager

# EXECUTIVE BRANCH | FULL TIME | ELIGIBLE FOR COMPENSATORY PAY | NON-MERIT | 37.5 HR/WK

* Annual Salary $55,543.92
* 5% salary increase after initial 6-month probation period
* Hybrid Schedule may be available after training period is complete and supervisor approval - remote work may occur from your residence up to 2 days per week if there are no meeting conflicts or mandatory in-office work; working from the office is encouraged for tasks that require a high degree of collaboration.
* Competitive Benefits
* Annual and Sick Leave; Compensatory Leave & Overtime
* Holidays
* Retirement
* Health and Life Insurance
* Optional Dental/Vision Insurance
* Optional participation in KY Deferred Compensation (401K, 457, IRAs, Roth available)

# Description:

The Kentucky Cabinet for Economic Development is the primary state agency responsible for encouraging job creation, retention, and new investments within the state. Kentucky has recently experienced record-breaking success with the largest investment growth on record and has been recognized nationally for its accomplishments. Want to help us build on that momentum? Come Join a team-orientated organization that will play a significant role in creating the *Future of Kentucky*. This position is part of an accelerated program with boundless potential for advancement along your career path.

As a Business Development Project Manager, you will be responsible for cultivating business development opportunities and promoting Kentucky as an ideal location for business growth, investment, and job creation. You will have the opportunity to develop relationships with our existing companies and be a part of recruiting new and innovative companies and cutting-edge technology from inception. You will also be invited to experience global economic growth in partnership with our offices in Asia and Europe, which assist in promoting direct investments to the state and facilitating trade between Kentucky companies and international markets.

# Key Responsibilities:

* Work with business executives and site selection consultants located worldwide, as well as coordinating efforts with local/regional economic developers, elected officials, utility partners, other state agency staff and transportation representatives.
* Identify, research, target and market Kentucky to businesses that may have a competitive advantage by doing business in Kentucky as well as proactively calling on companies with an interest in locating in Kentucky.
* Network and build relationships with existing Kentucky companies, as well as those interested in bringing their business to Kentucky.
* Prepare proposals and marketing materials showcasing the corporate climate of Kentucky and communicate the location and speed-to-market advantages of Kentucky.
* Learn about the available sites and buildings located across Kentucky and present potential sites to prospects.
* Learn about the financial and training incentive programs available and communicate pertinent facts, eligibility and other information to potential economic development projects.
* Collaborate with staff, partners and resources to provide detailed information about taxes, methods of financing, labor laws, environmental compliance, transportation, energy, wages, workforce training, and other relevant topics impacting site location decisions.
* Identify channels for the promotion of Kentucky as a business location, including trade shows, missions, networking events, and other promotional activities that would benefit Kentucky companies and promote Kentucky's economy. Seek partnerships with companies, chambers of commerce, industry associations, local and federal government agencies, and others to leverage marketing opportunities.

# 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 communication skills, and a keen attention to detail.
* Must be comfortable making presentations to small and large groups.
* Experience specifically in analyzing corporate financial statements.

# Minimum Qualifications:

* A bachelor's degree and relevant experience in business management, finance, marketing, communications, economics, industrial development, economic development, research, site planning, commercial real estate, urban planning, or a related field is required. Preferred: 2-4 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.