The Kentucky Cabinet for Economic Development seeks a self-motivated, organized and process-driven individual to join our team as the Deputy Commissioner in the Department for Business Development. The full-time position will be based in Frankfort, Kentucky and will be responsible for supporting the efforts of the Commissioner relating to business development in the Commonwealth, with focus on workforce and community development that best reflects the direction of this administration.

Key Responsibilities:

* Serves as a conduit with the Department for Business Development, the Labor and Education Cabinet as well as new and existing companies on workforce issues.
* Builds the inventory of adjunct business education school partnerships, trade association training, and successful Diversity and Inclusion programs.
* Serves as a problem solver for businesses on workforce needs.
* Works with Department of Strategy and Public Affairs along with Business Development to assist all local Economic Development professionals to standardize how we look at workforce availability whilst helping to coordinate and make more business-friendly local workforce programs.
* Coordinates with Department for Local Government on programs for communities while also serving as a conduit back to the Cabinet staff on those best-in-class communities engaged in public-private partnerships for the community development, sense of place and Diversity and Inclusion programs.
* Works with larger regional economic development organizations on better alignment of messaging and where possible coordinated marketing spends for better leverage to targeted industry recruitment.

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; ability to work well and succeed even when faced with ambiguity.
* Excellent judgment, professionalism and ability to competently represent the Department for Business Development to external partners.
* Be a problem solver that finds simple solutions to seemingly complex issues

Minimum Requirements

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

**EXPERIENCE, TRAINING, OR SKILLS:** NONE

**Substitute EDUCATION for EXPERIENCE:** NONE

**Substitute EXPERIENCE for EDUCATION:** Non-degreed candidates with experience in one of the above areas will substitute for the educational requirement on a year-for-year basis.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):** NONE

Working Conditions

Incumbents working in this job title perform duties in an office setting.

If you have questions about this advertisement, please contact Donna Adams Moore at donna.moore@ky.gov or 502 782 1935.

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