The Kentucky Cabinet for Economic Development seeks a self-motivated, organized and process-driven individual to join our team as the Executive Director in the Office of Strategy and Public Affairs. The full-time position will be based in Frankfort, Kentucky and will be responsible for supporting the efforts of the Cabinet Secretary relating to business development in the Commonwealth, with focus on strategy, research, marketing and communications that best reflects the direction of this administration.

Key Responsibilities:

* Serves as the strategy lead for the Cabinet with the Office of Strategic and Public Affairs regarding all aspects of research, strategy, marketing and communication.
* Integrates research, strategy, marketing and communications into a powerful tool to promote Kentucky as a destination for building new companies and expanding existing businesses.
* Identifies industries that fit the long-term strategy of Kentucky and develop a robust list of companies globally to target, outreach and follow-up.
* Serves as a problem solver for Kentucky economic development entities for focus and direction to promote the state as a business driven on success.
* Coordinates branding and target marketing to leverage shared media buys with regional and community economic development agencies to promote the growth and development of Kentucky’s industrial, agricultural, medical and related areas of opportunity.
* Coordinates with statewide economic development agencies to target not-yet state companies to add to Kentucky’s overall corporate portfolio.
* Works with larger regional economic development organizations on better alignment of messaging and where possible coordinates marketing spending 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.
* 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 Office of Strategy and Public Affairs to external partners.
* Comfortable in making sales calls, developing sales related materials, and generate similar sales-related products and activities

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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