**Cabinet for Economic Development – Executive Advisor,**

**Office of Legal Services**

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

* Annual Salary $ 72,000.00 - $80,000.00
* 5% salary increase after initial 6-month probation period
* Frankfort office location – Hybrid eligible
* Competitive Benefits
* Annual and Sick Leave; Compensatory Leave
* 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? The Kentucky Cabinet for Economic Development (CED), Office of Legal Services (OLS) is seeking a qualified individual to serve in an Executive Advisor role. This unique position combines legal duties with administrative management and program support, ensuring compliance with state economic development programs

# This fast-paced role offers high visibility with leaders of all levels and the opportunity to learn while doing alongside experienced professionals.

# The successful candidate will support both OLS and Cabinet-wide administrative functions, helping the Cabinet execute business incentives, maintain compliance, and implement strategic initiatives that grow Kentucky’s economy and expand the number of well-paying Kentucky jobs. Individuals who have confidence in their own innate abilities, welcome the chance to learn, and enjoy looking at what they do each day and find satisfaction knowing they have helped improve the lives of fellow Kentuckians are encouraged to apply.

# **Key Responsibilities:**

**Legal Duties:**

* Draft and review tax incentive agreements, economic development contracts, memoranda of understanding, and interagency agreements.
* Interpret and apply relevant state statutes and regulations, particularly KRS Chapter 154 and related incentive programs.
* Respond to requests under the Kentucky Open Records Act and review related records.
* Provide legal research, analysis, and written opinions on matters affecting agency operations.
* Assist with statutory compliance, risk management, and executive branch ethics issues.
* Assist with board compliance and governance.
* Coordinate with OLS, outside counsel, and internal stakeholders.

**Administrative Duties:**

* Manage legal and policy-related aspects of key incentive programs.
* Assist in preparation of executive briefings, internal memos, and legislative summaries.
* Support the implementation of Cabinet-wide initiatives and cross-agency collaborations.
* Monitor program compliance, document progress, and support reporting efforts to oversight bodies and legislative committees/subcommittees.
* Assist with conducting and reviewing background checks on applicants for Cabinet programming.
* Process billing from outside legal counsel.
* Assist with preparation and submission of materials for Kentucky Economic Development Finance Authority (KEDFA) meetings.

**Minimum Requirements**

**Education:**

* Juris Doctor (J.D.) from an accredited law school

**Experience:**

* 1–3 years of experience in legal practice, public administration, or compliance preferred.
* Experience in government, contracts, economic development, or administrative law is preferred.
* **Substitute EDUCATION for EXPERIENCE:** Relevant administrative or legal experience may substitute for some specific legal practice experience.
* **Substitute EXPERIENCE for EDUCATION:** NONE

**Requirements and Additional Information:**

* Must be licensed to practice law in the Commonwealth of Kentucky or obtain license within twelve (12) months of employment.
* Strong legal writing, organizational, and research skills required.
* Familiarity with Kentucky statutes and government operations preferred.
* Hybrid schedule eligibility is contingent upon job performance, operational needs, and completion of six-month probationary period.

**Working Conditions:**

* Primarily office-based with hybrid (In-office/remote) work schedule available after six-month probationary period contingent upon job performance and operational needs.
* Occasional in-state travel may be required.

**Probationary Period:**

This position is subject to a six-month probationary period.

**Equal Employment Opportunity:**

The Commonwealth of Kentucky is an Equal Opportunity Employer.

**How to Apply:**

Please apply online through the Kentucky Cabinet for Economic Development website at:

<https://newkentuckyhome.ky.gov/Home/Employment>

Please upload a current resume, cover letter, and a writing sample (legal brief, memo, or contract excerpt).

For questions about the position, contact:
**Shannon MacDonald
Kentucky Cabinet for Economic Development
Phone: 502-782-1924
Email: ShannonN.MacDonald@ky.gov**