KY Cabinet for Economic Development Workforce & Community 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 an initial 6-month probation period.
* Hybrid Schedule may be available after a 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. Do you want to help us build on that momentum? 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 Workforce & Community 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, local/regional economic developers, elected officials, utility partners, other state agency staff, and transportation representatives to understand and communicate the workforce needs of businesses and support various workforce efforts and initiatives.
* Work directly with local community partners to educate them on the state site development programs, connecting them with resources such as permitting agencies, infrastructure partners, ADDs, etc.
* Network and build relationships with companies and communities across Kentucky, and companies that are interested in bringing their business into Kentucky. Identify workforce issues and collaborate with community and workforce partners to address and resolve them.
* Identify, research, and market to businesses the workforce potential and key benefits of employing Kentucky citizens as well as educating and supporting the project management team with similar information.
* Learn about the workforce advantages and community development programs offered in Kentucky and collaborate with workforce partners to prepare proposals and marketing materials showcasing them.
* Develop relationships and communicate with existing Kentucky companies to facilitate workforce retention and expansion opportunities.
* Proactively engage partnerships (state, regional, local, industry, etc.) to enhance the placemaking and workforce opportunities for communities and companies.
* Collaborate with staff, partners, and resources to deliver detailed information on Cabinet incentives and available state partner workforce programs.
* Identify channels for promotion of Kentucky as a workforce leader, 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 and workforce 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 in community and workforce development, university relations, and/or economic development.

# Minimum Qualifications:

* A bachelor's degree and relevant experience in business management, HRM, 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.