Executive Staff Advisor Position Available  
Kentucky Cabinet for Economic Development  
Office of Entrepreneurship

The Kentucky Cabinet for Economic Development is seeking an energetic and entrepreneurial-minded individual to join its business development team as an Executive Staff Advisor. The full-time position, which will be based in Frankfort, Kentucky, will assist in the management and oversight of various operations, programs and initiatives within the Office of Entrepreneurship that will serve to promote and enhance Kentucky’s small business and entrepreneurial community.

Key Responsibilities:

- Cultivate a culture of entrepreneurship across Kentucky by researching and recommending new and innovative initiatives to help businesses start, grow and sustain operations.
- Maintain a strong working knowledge of all small business and entrepreneurial resources and programs that are available across the state that can be utilized to assist clients.
- Respond to, and coordinate requests from, business owners and entrepreneurs seeking project management assistance. Research, prepare and communicate information to support small business development. Manage project tasks and develop good working relationships with clients and partners.
- Serve as a liaison between the Cabinet and other state, federal, and local government, quasi-government and community-based organizations, supporting business development, specifically those engaged with small and micro business development.
- Oversee and promote the Kentucky Small Business Credit Initiative, including continuing to develop and train a participating lender network, review lenders’ submitted loan projects to ensure federal guideline compliance, and coordinate the timely submission of all required reports to the federal government.
- Manage staff involved in business development programs implementation, and seek professional development opportunities for staff as needed.
- Act as a liaison to the Kentucky Commission on Small Business Advocacy, and as the Cabinet for Economic Development’s Small Business Ombudsman, documenting and responding to inquiries regarding small business regulatory issues.

The successful candidate should be able to demonstrate the following:

- Specific experience and knowledge of federal, state, regional and local business support programs.
- 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 communications skills, and a keen attention to detail. Must be comfortable making presentations to small and large groups.
**Education / Experience Requirements:** A bachelor’s degree and four years of administrative or management experience is required. Business ownership and/or entrepreneurial experience will be considered a plus. Non-degreed candidates with experience in one of the above areas will substitute for the educational requirement on a year-for-year basis.

**How to Apply:** Interested candidates must complete an application and apply directly for the Executive Staff Advisor posting at [https://careers.ky.gov](https://careers.ky.gov) no later than Monday, September 23, 2013. Applicants and employees in this classification may be required to submit to a drug screening test and background check.

Equal Opportunity Employer M/F/D