

## KENTUCKY CAPITAL DEVELOPMENT CORPORATION SEEKS EXECUTIVE DIRECTOR

The economic development authority of Frankfort and Franklin County, Kentucky, is seeking an enthusiastic and self motivated Executive Director to lead economic development initiatives in the Capital City of Kentucky and its surrounding county.

### APPLICANTS FOR THIS POSITION SHOULD HAVE:

- A Baccalaureate degree in Business, Economics, Marketing, Urban Planning, a related field or relevant work experience.
- Graduation from a basic economic development course accredited by the American Economic Development Council or compliance after acceptance of position.
- An established record of leading business and industrial growth through recruitment, expansion, retention and local business development.
- Expertise in federal, state and local incentive programs.
- Excellent writing and speaking skills. Capable in working with QuickBooks and MS Office programs.
- Should exhibit the ability to work collaboratively and possess leadership, organizational and planning skills.

### RESPONSIBILITIES:

The Executive Director will be responsible for leading the development and implementation of a plan that includes recruitment and retention of industry and small businesses; expansion of the business base and entrepreneurial opportunities as presented by existing businesses and government agencies; and an analysis of the business environment to strengthen recruitment potential and capacity for success.

The Executive Director will provide leadership through: developing a coordinated marketing plan for the community; facilitating collaboration with agencies in all aspects of economic development; and establishing a clearinghouse for relevant information and community specific data.

The Executive Director will administer functions of a small office with accountability for budget preparation, finance management, grant management and reporting to the board of directors.

### SALARY AND BENEFITS:

Salary is negotiable based on experience and is commensurate with a community of this size. Benefits include health insurance, retirement, life insurance, paid vacation and sick leave.

### TO APPLY:

By April 18, 2015, submit a cover letter with résumé to Executive Director Search Committee, Kentucky Capital Development Corporation, PO Box 5524, Frankfort, KY 40602-5524, or by email to [kcdcsearch@gmail.com](mailto:kcdcsearch@gmail.com). All applications will be afforded the strictest confidence.

KCDC IS AN EQUAL OPPORTUNITY EMPLOYER