



Director of Operations Kentucky Office of Entrepreneurship

POSITION DESCRIPTION

- The Kentucky Office of Entrepreneurship is seeking a dynamic leader who will contribute to the exciting re-imagining and re-energizing of the Commonwealth's innovation and entrepreneurship ecosystem. We are looking for an experienced Director of Operations to organize and oversee the daily operations of our office. You will be the one to ensure that our office is well-coordinated and productive by managing its procedures and contributing to the coaching of our team. This position will report directly to the Deputy Director of the Office of Entrepreneurship.
- The area of responsibility for this role is very wide and thus requires thorough knowledge of various business processes. The ideal candidate must be competent and able to plan many different kinds of operational activities. He/She must be an excellent leader who can discover the most efficient ways to run the operation. As the Director of Operations, you will lead the execution of key initiatives as well as providing oversight for operational and administrative functions through rigorous program management.
- The Director of Operations will contribute to the evaluation of partnership and vendor proposals, business plans from companies seeking equity, financial statements and progress reports to help monitor grant compliance and generally support the technical service providers, funders and startups that are energizing the Kentucky entrepreneurship ecosystem.
- Along with other team members, you will ultimately serve our clients and partners across the innovation ecosystem, meeting with and assisting entrepreneurs to assess needs and match those needs to available resources for business growth. As Director of Operations, you will work with team members and/or others outside the Cabinet such as universities, local government officials and local technical service providers for successful program administration and partnership. As a key leader of KY Innovation, you will contribute to the processing, management and supervision of grant applications, accounting, monitoring, analysis and reporting/close-out for grants and other capital contributions to companies and partners.

ATTRIBUTES AND SKILLS REQUIREMENTS:

- Proven experience as Director of Operations or equivalent position
 - Excellent organizational and leadership abilities
 - Outstanding communication and people skills
 - Experience owning, running or leading a small business
 - In depth knowledge of diverse business and/or government functions and principles (e.g. grant making, finance, customer service, etc.)
 - Working knowledge of data analysis and performance/operation metrics
 - Strong work ethic and solid references required
- Education/Experience requirements: Sufficient education and professional level experience which would assure the knowledge, skill and abilities to accomplish agency objectives.
- Salary (approximate, depending on experience): \$60,279.00 - \$66,306.96 Work Schedule: Full Time (Mon - Fri; 37.5 hrs/wk)
- Location: Frankfort, KY

*Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary, it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, genetic information or veteran status. Reasonable accommodations are provided upon request.
NM.vacancy@ky.gov