

# Executive Director, State Programs



INCUMBENT: Vacant  
REPORTS TO: Executive Vice President, Development & Planning  
LOCATION: TBD (telework eligible)  
STATUS: Full-time, Exempt  
DATE: November 15, 2022

## TO APPLY

Please email a resume, three references, and a cover letter explaining why you believe you would be a good fit for this position to [HR@connectednation.org](mailto:HR@connectednation.org). Connected Nation is an equal opportunity employer.

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## DESCRIPTION

The Executive Director, State Programs has primary responsibility for leading Connected Nation's state program operations, government affairs, and business development activities within Kentucky (and other states as may be assigned), focusing primarily on the execution of program deliverables to support Kentucky's Office of Broadband Development (KOBD), and leading Connected Nation's efforts to close the Digital Divide in all its contexts throughout the Commonwealth. The position is responsible for cultivating and strengthening strategic relationships with public sector stakeholders, including the Governor's Office, the Executive Director of the Office of Broadband Development, the General Assembly, Executive Branch agencies, county officials, and economic development organizations throughout the state—for the purpose of identifying unmet needs and priorities so that Connected Nation can best accomplish its mission and execute upon its assigned responsibilities. To that end, the position bears responsibility for coordinating with internal team members and the Project Management Office to ensure that Connected Nation executes with precision and professionalism, while ensuring that all deliverables are on time and on budget. The position also contributes to the strategic vision for CN's government affairs activities broadly and cultivates relationships that yield opportunities for the expansion of CN's overall reach, influence, and impact.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead the public policy, government relations, and advocacy functions of the organization within the Commonwealth of Kentucky, in collaboration and coordination with the EVP, Government Affairs and VP, State Government Affairs.
- Provide full facilitation, coordination, and organization of a statewide broadband planning process, including the drafting and editing of Kentucky's State Broadband Plan and federal

Broadband, Equity, Access and Deployment (BEAD)-compliant Action Plan, in coordination with other CN team members and the KOBD.

- Bear primary responsibility for leading the execution of public listening tours and other community stakeholder meetings throughout the Commonwealth in order to gather and document public input and commentary regarding the state's broadband strategic and tactical plans.
- Track federal policy developments, evaluate them with respect to the needs and goals of the Commonwealth, and keep the KOBD Executive Director informed.
- Provide outreach and communication services with the primary goal to mobilize public and private stakeholders to leverage the Kentucky broadband map, data, analyses, grants, programs, and other strategic initiatives.
- Engage CN's broadband experts in policy, broadband mapping, research, community affairs, digital inclusion, and telecommunications engineering to help inform the KOBD's messaging efforts.
- Work with the KOBD to develop a communications plan to support the myriad of state and federal broadband policies and initiatives that are evolving and underway.
- Coordinate with CN's GeoAnalytics Team to deliver a granular statewide map of broadband availability as prescribed by HB315 and KOBD, and once it is available, present its functions and the key findings and takeaways derived from it at public and private meetings.
- Engage the public to communicate the process for providing feedback on the map and reporting complaints related to insufficient broadband service, including coordination with CN's GeoAnalytics and Technical Services teams to document the areas that require further investigation and resolution.
- Support the KOBD in the development, coordination, administration, and implementation of a broadband grant program that complies with NTIA's BEAD program requirements, and the U.S. Treasury Department's Coronavirus Capital Projects Fund, while also providing support for the Commonwealth's existing broadband grant program as may be needed.
- Assist in the development of a grant application program that shall include applicant guides, defined scoring criteria and application processes, and provide frequent two-way communication with prospective applicants and other stakeholders.
- Spread awareness of the benefits of broadband, gather and disseminate information on best practices, and publicly demonstrate program impact and progress in communities across the state through a variety of media on a regular basis.
- Adhere to the Connected Nation project management methodology, as prescribed by the Strategic Program Office (SPO) in the attainment of programmatic objectives.
- Create revenue streams and partnerships to provide ongoing program sustainability.
- These responsibilities are not all-inclusive; additional duties may be assigned.

## EDUCATION/EXPERIENCE

- Bachelor's degree in a field such as public administration, political science, law, communications, information technology, telecommunications management, or other relevant discipline is required. MPA, MBA, JD, or Master's degree in a relevant field is preferred.
- 7+ years of experience with federal and/or state legislative and executive branches of government, the development of public policy, and/or demonstrated organizational or program leadership experience is required.

## QUALIFICATIONS

- A deep understanding of, and interest in, government relations, public administration, legislation, public policy at the state and federal levels
- Significant experience leading complex economic development, public policy, or advocacy-related activities or programs.
- An innate ability to take considered action with tact and diplomacy regardless of circumstances.
- An understanding of, and experience impacting, broadband and telecommunications policy issues
- Experience cultivating relationships in the telecommunications industry, specifically with broadband service providers and industry trade associations
- Strong relationship-building and management skills, including demonstrated ability in working with all levels of staff and external organizations with a track record of positive long-term outcome-based relationships.
- Displays a professional and polished appearance, with experience working in a highly-professional setting.
- Superior written and verbal communication skills; must be able to interact and communicate with individuals at all levels of the organization and at all levels of government.
- Ability to proofread and edit with high accuracy; work requires an extensive knowledge of business and an excellent command of the English language.
- Strong analytical and problem-solving skills with the ability to clearly present and communicate technical and management concepts.
- Ability to exhibit reliable and sound independent judgment with minimal direction.
- Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, and maintains confidentiality.
- Advanced computer proficiency and Internet research skills.
- Adapts to changes in the work environment, manages competing demands, and is able to deal with frequent change, delays, or unexpected events.
- Unquestioned personal and professional integrity with assertiveness, presence, and confidence. High level of commitment to team and company values.
- Ability to meet travel requirements, which may be extensive (33%+)
- Valid state driver's license required

## ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at a desk for one or more hours at a time
- Ability and sufficient mobility to travel frequently via aircraft and automobile, as well as move around the office and the community
- Ability to lift and carry up to 25 lbs
- Ability to operate computer and equipment

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*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals*

*who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*