



POSITION DESCRIPTION & CANDIDATE SPECIFICATION

Program Director SupplyRI

Statement of Duties

The incumbent in this role will manage and oversee the SupplyRI program on behalf of Rhode Island Commerce Corporation. SupplyRI is a collaborative of Rhode Island-based institutions and corporations who have committed to share infrastructure and coordinate efforts to increase local procurement.

The Director will work closely with the Commerce Corporation staff to execute the SupplyRI program internally and with partners. The Director's duties will fall under the five components of the initiative:

1. Supplier outreach, sourcing, and assessment

- Plan and execute events and other promotional campaigns to recruit suppliers;
- Cultivate partnerships and referral networks with business support organizations to identify and vet suppliers;
- Develop an intake and vetting process for suppliers;
- Create and maintain database of referred and vetted suppliers;
- Connect suppliers to business support resources;

2. Opportunity identification and supplier referrals

- Maintain regular communication with procurement leads and key buyers from participating anchors to define upcoming contract opportunities and provide supplier referrals;
- Codify anchor buying needs, priorities, and organizational structures;

3. Anchor convening and communication

- Plan and prepare for periodic convening of anchor working group to share updates and best practices, make critical decisions, and resolve issues;
- Plan and prepare for occasional meetings of anchor senior leaders;
- Maintain regular communication with procurement leads to coordinate program execution and surface/resolve issues;

4. Impact tracking and program analysis

- Track qualitative and quantitative measures of program activity and results;
- Collect key metrics from anchors;
- Produce program activity and impact reporting;

5. Targeted projects as prioritized by the participants, e.g.,

- Supplier attraction;
- Supplier access to GPOs/consortia;
- Sector initiatives, e.g., Food;

The Director will also ensure coordination within the Commerce Corporation and with key stakeholders:

- Coordinate across the range of state-led anchor- and small business programs;
- Provide periodic program updates to state leadership, funders and other stakeholders;
- Support external communications and convenings;

Key Competencies

1. **Intelligence:** The ability to acquire understanding and absorb information rapidly. A quick study.
2. **Resourcefulness:** Passionately finds ways over, around, or through barriers to success. Achieves results despite lack of resources. Goes beyond the call of duty. Shows bias for action. A results-oriented “doer.”
3. **Communications Skills:** Written and Oral skills, clear, precise, well-organized documents using appropriate grammar and diction. Comfortable with Public speaking.
4. **Goal Setting:** Sets fair stretch goals for self and others. Encourages individual initiative.
5. **Ambition:** Desires to grow in responsibility and authority.

Education: This position requires a Bachelor’s degree from a four-year college or university in Business Administration, Marketing, Economics, Entrepreneurial studies, or related field.

Experience: This position requires a minimum of 4 or more years of related experience and/or training in economic development, business development, or institutional administration. Experience working with a variety of small businesses is preferred. Experience in Rhode Island and knowledge of the state’s business support organizations is highly desirable. Strong working knowledge of Rhode Island economic business climate. Procurement and project management experience is also helpful.

Skills: This position requires knowledge of and working experience with Microsoft Excel, Word and PowerPoint.

Supervisory Responsibilities: This position has supervisory responsibilities.

Positing will remain open until the position is filled. Submit a cover letter along with a professional resume via email to:

Rhode Island Commerce Corporation
315 Iron Horse Way - Suite 101
Providence, Rhode Island 02908
Job.Opportunities@commerceri.com

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