



Position Title: **Executive Vice President Investments**

### **Statement of Duties**

The incumbent in this position will support the Managing Director of Investment / Transactions with the development and execution of a portfolio investment strategy across multiple asset types and sectors for investments at varying stages of maturity. The overall purpose of this role is to support the Commerce Corporation's goal of drawing business to the area and getting Rhode Islanders back to work.

### **Position Functions**

*The essential functions and duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.*

### **Essential Functions**

#### **Portfolio Investment Strategy**

- Develop and present investment transactions to senior decision makers.
- Lead, negotiate, and close transactions and contracts.
- Manage deal flow and tracking.
- Monitor and manage performance of ongoing investments.

#### **Business Tax and Incentive Program Investments**

- Manage an approvals process for investments and incentives.
- Assess potential investment and enforce recipients' / awardees' compliance with agreed performance metrics.
- Perform financial and strategic business analyses in support of the above.
- Manage and / or monitor closed incentive investments.

#### **Overseeing the Investment Associate / Analyst Team**

- Oversee the direction, coordination, and evaluation of the team.
- Allocate tasks to appropriate team members.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws, including training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.