



Position Title: Innovation Program Manager

Statement of Duties

The Innovation Program Manager will assist the Managing Director of Innovation in administering innovation granting programs of the Corporation that provide a dependable framework of support systems and investments to foster market-based innovation for Rhode Island small businesses and industry sectors. The Innovation Program Manager will play an integral role in building science and technology innovation capacity within Rhode Island by supporting and implementing the economic development strategy for the state.

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

- Manage multiple innovation granting programs including all pre-and post-award aspects such as RFP development, facilitating review processes, communicating with applicants, program evaluation, reporting, and payment.
- Collect both qualitative and quantitative data related to grant project performance for contributing to agency and other periodic reports.
- Develop draft communication and outreach materials related to innovation programming at Commerce RI such as email blasts, press releases, FAQ's, and website news stories. Manage both internal and external communications by working with a Communications and Marketing Department.
- Maintain a working knowledge of national trends in innovation policy and Technology Based Economic Development (TBED) strategies. Attend professional development opportunities, such as conferences, when applicable.
- Respond to extramural funding opportunities that can leverage existing RI assets and core basic and applied research competencies.
- Represent Commerce RI at community events as needed.