



Position Title: **Wavemaker Fellowship Director**

Statement of Duties

The incumbent in this position will be responsible for the management and continued development of the Wavemaker Fellowship program which seeks to strengthen the Rhode Island workforce by defraying the cost of student loan payments for graduates pursuing careers or starting businesses in technology, engineering, design and other key sectors. Fellows also enjoy multiple opportunities to engage with community and business leaders to encourage them to stay invested in Rhode Island and become active members of the community.

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 all pre- and post-award programmatic aspects of the Wavemaker Fellowship including application, evaluation, selection and notification process.
- Work closely with the Wavemaker Fellowship Committee to develop, plan and implement activities to engage Fellows with community and business leaders and organizations.
- Maintain and provide data for materials such as email blasts, press releases, FAQ's, website news stories and annual reports.
- Work with key external stakeholders such as the Rhode Island Student Loan Authority, higher educational institutions, employers and other relevant government and academic entities to manage an ongoing public outreach and recruitment process to drive awareness of the Fellowship program.
- Design, oversee and schedule special events that publicize the organization and its programs to the community.
- Recommend and implement programmatic changes as needed to ensure the program is achieving its intended goals.