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## **Position Title: Vice President, Business Assistance**

The Rhode Island Commerce Corporation (Commerce RI) seeks an experienced professional to assume the role of Vice President, Business Assistance to work closely with the Executive Office of Commerce and Commerce Corporation leadership to support the Rhode Island Commerce Corporation's mission by supporting the retention and growth of existing businesses in Rhode Island.

### **Responsibilities**

- In collaboration with the Executive Vice President, Business Advisory, lead and manage Commerce RI's business consultancy services which provide Rhode Island companies with access to effective and affordable business technical assistance, innovation and growth services;
- Work with strategic partners in Rhode Island and in the region to cultivate a network of service providers that will assist growing companies;
- Oversee Commerce RI business assistance programs including Supply RI:
  - Managing program staff as they source and cultivate suppliers; plan and execute events to connect suppliers with buyers; 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; and connect suppliers to business support resources;
  - Convening and maintaining regular communication with procurement leads to coordinate program execution and surface/resolve issues;
  - Analyzing and tracking program impact;
  - Providing consistent outreach and assistance to existing Rhode Island businesses, ranging from start-ups and sole-proprietors to mid/large-sized established companies; and
  - Coordinating with the RI Procurement and Technical Assistance Program (PTAC).
- Execute outreach strategy with the business community on many topics, including various state and local business and workforce development programs, specific industry needs and trends, as well as keeping up-to-date with changes to existing programs and researching new development opportunities;
- Assist with the preparation of legislative proposals and regulatory reforms across Commerce-related areas of government in order to help create a business-friendly environment; and
- Manage program staff and senior program associates, including Assistant Director of Supply RI.

**Key Competencies and Abilities**

- Proficiency with finance, economic development, real estate, infrastructure, or urban planning principles and practices
- Experience with analyzing, assembling, and executing economic development or infrastructure transactions
- Strength in a liaison and expeditor role, as well as ability to develop and maintain relationships with various government agencies, business leaders, and industry and community representatives
- Leadership skills and capacity to manage multiple projects

**Education and Professional Qualifications**

- An advanced or professional degree in Business, Public Administration, Economics, Entrepreneurial studies, or related field is preferred;
- Experience in economic development, business development, or relevant field; and
- Small business experience is preferred.

Posting will remain open through Tuesday, June 26<sup>th</sup>. Please submit a cover letter along with a professional resume via email to:

**Rhode Island Commerce Corporation**

**315 Iron Horse Way – Suite 101**

**Providence, RI 02908**

[job.opportunities@commerceri.com](mailto:job.opportunities@commerceri.com)

**The RI Commerce Corporation is an Equal Opportunity Employer**