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## **Program Director**

The Rhode Island Commerce Corporation seeks an experienced professional to assume the role of Program Director.

### **Responsibilities**

- Total planning, program development and research of one or more industry clusters for the purposes of coordinating the programs within the agency and with other departments and agencies, and improving present programs and creating new programs to provide better services to the people of the state in the most effective and efficient manner possible
- Develop programs with regard to the identification of the population to be served, needs and priorities, resources available, planning and implementation of the program, and evaluation
- Act as a liaison with local governments and community groups in order to coordinate programs, gain their assistance or assist them in initiating, developing, and implementing projects
- Evaluate existing programs and develop plans for their expansion, modification, or elimination in view of changing needs, the availability of state and/or federal funds and recent advances in ideas and methods
- Follow national and state legislation and interpreting their provisions with regard to their effect on the financing of agency programs and on the development of new programs within the agency
- Participate in the preparation of requests for federal grants
- Draft reports and review material with regard to program development
- To do related work as required

### **Knowledges, Skills, and Capacities**

- Thorough knowledge of the principles, practices, and techniques of program planning and development as it relates to the implementation of a strategy for one or more industries with respect to statewide and community needs and the ability to establish standards, policies, and administrative controls for such clusters
- Working knowledge of federal, state, and community resources and legislation and their interrelationships
- Ability to act as a liaison in coordinating planning and programs with local governments and community groups
- Ability to evaluate existing programs and to develop plans for their expansion,

modification, or elimination

- Ability to establish and maintain effective working relationships with agency officials, professionals, voluntary agencies, community representatives, other state and local agencies, and the public

### **Education and Professional Qualifications**

- Education: Such as may have been gained through: possession of a Master's Degree in Public Administration, Business Administration, one of the Social Sciences, or a closely related field
- Experience: Such as may have been gained through: employment in a responsible capacity involving program development in a field of human service
- Or, any combination of education and experience that shall be substantially equivalent to the above education and experience

Resumes will be accepted until posting closes; Wednesday, July 25<sup>th</sup> @ 4:00 p.m. 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**