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## **Position Title: Special Projects Manager**

The Rhode Island Commerce Corporation (the Commerce Corporation) works to make the state of Rhode Island, its businesses, and its citizens thrive. It is the full-service, official economic development organization for the State of Rhode Island. A quasi-public agency, the corporation serves as a government and community resource to help boost business expansion in, and relocation to, Rhode Island.

If you are excited about building a bolder future for the state of Rhode Island, you have come to the right place. People skilled at advancing strategic change in a fast-paced, dynamic environment thrive here. It is an exciting time to work for the Commerce Corporation. We enjoy working for an administration that is truly invested in making change happen. At the Commerce Corporation, we are a passionate, innovative, driven, and resourceful team inspired by the belief that we can expand opportunities so that all Rhode Islanders are able to succeed in this new economy.

### **Statement of Duties**

The Rhode Island Commerce Corporation seeks a candidate to assume the role of Special Projects Manager, a key role on the Commerce Corporation's team. Advancing special projects, spanning real estate, community, and business development, is an important part of Commerce's work to develop new opportunities for Rhode Island. The Special Projects Manager will work with a range of partners to accelerate progress on projects important to economic development in the state.

### **Responsibilities**

- Plan, organize, and advance various economic development activities within the Commerce Corporation, the Executive Office of Commerce, and in coordination with affiliated agencies.
- Coordinate with cities and towns, developers, state and federal agencies, public constituents, civic and community groups, and legislative leaders to advance projects.
- Prepare reports, presentations, and issue briefs for internal and external audiences.
- Assist in crafting financial packages, integrating other state, federal, and community investment tools, and molding investment tools to promote development.
- Conduct regular research on economic development tools and trends around the country. Produce data and policy products and engage with local leaders to devise strategies to maximize the impact of various tools.
- Duties as assigned.

## **Key Competencies**

- **Intelligence:** The ability to acquire understanding and absorb information rapidly. A quick study.
- **Creativity, Resourcefulness, and Tenacity:** Passionately finds ways over, around, or through barriers to success. Achieves results despite lack of resources. Goes beyond the call of duty. Shows bias for action. A results-oriented doer. Reputation for not giving up.
- **Written Communications:** Writes clear, precise, well-organized documents using appropriate vocabulary, grammar, and word usage.
- **Project Management/ Organizational Skills:** The ability to ensure a multi-stakeholder team's work is accomplished in service of overall goals.
- **Ambition:** Desires to grow in responsibility and authority.
- **Strategic thinking:** The ability to look at the whole picture and understand the impact of each critical piece.

## **Professional Qualifications**

- Ability to manage multiple competing priorities in a fast-paced work environment.
- Stakeholder interaction and experience, particularly showing the ability to develop strong and influential relationships.
- Self-motivated, creative, organized, and deeply committed to personal and organizational success.
- Relevant professional experience and demonstrated high level of success related to real estate development, economic development, community development, or a related field in the public or private sector.
- Bachelor's degree is required.
- Understanding of state/ local government, community development, as well as real estate and/or corporate financing strategies is preferred.
- Demonstrated ability for visualizing data and information in a variety of different formats and using that data creatively and persuasively is preferred

In order to be considered for the position, candidates must 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**