



Position Title: Director of Operations and Special Projects

The Rhode Island Commerce Corporation (the Commerce Corporation) works to make the state of Rhode Island, its businesses, and its citizens thrive. We are a full-service, official economic development organization for the state of Rhode Island. As 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 and prosperous 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 Director of Operations and Projects, a key role on the Commerce Corporation's team. The Director of Operations & Special Projects will work with the President & Chief Operating Officer to plan and monitor the day-to-day running of Commerce Corporation activities to ensure effective operations and 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 initiatives within the Commerce Corporation, Executive Office of Commerce, and in coordination with affiliated agencies.
- Assist with strategic communications, goal setting, department supervision, and development of budgets and policies.
- Evaluate performance by gathering, analyzing and interpreting data and metrics, and advance projects to improve Commerce Corporation effectiveness.
- Make decisions for operational activities and manage procurement processes.
- Manage relationships/agreements with external parties and vendors.
- Prepare reports, presentations, and issue briefs for internal and external audiences.
- Advance special projects, spanning real estate, community, and business development and assist with crafting financial investment packages, integrating

other state, federal, and community investment tools, and molding investment tools to promote growth.

- 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.
- **Project management, organizational skill, and attention to detail:** The ability to ensure a multi-stakeholder team's work is accomplished in service of overall goals. Strong attention to detail, follow-up and organizational skills. Ability to manage multiple competing priorities in a fast-paced work environment.
- **Communication:** Writes clearly, precisely, and concisely. . Demonstrates strong oral and collaboration skills, with the ability both to speak convincingly and listen openly.
- **Ambition:** Desires to grow in responsibility and authority, in a team-based, collaborative environment.
- **Strategic thinking:** The ability to look at the whole picture, understand the impact of each critical piece, and articulate implications and potential solutions.

Professional Qualifications

- Bachelor's degree is required.
- Relevant professional experience and demonstrated high level of success related to government administration, economic development, or a related field in the public or private sector.
- Stakeholder interaction and experience, particularly showing the ability to develop strong and influential relationships.
- Understanding of state/local government, community development, as well as real estate and/or corporate financing strategies is preferred.

In order to be considered for this 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

The RI Commerce Corporation is an Equal Opportunity Employer