



Director, Business Assistance

Rhode Island Commerce (the “Corporation”) works to make the state of Rhode Island, its businesses, and its citizens thrive. It is a 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 supporting our economic recovery and 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 important time to work for the Commerce Corporation. 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

Rhode Island Commerce seeks a candidate to assume the role of Director, Business Assistance, a key role in supporting Rhode Island’s economic recovery, particularly for the state’s small businesses.

Responsibilities

- Develop and manage business assistance and support programs;
- Provide access to business, financial, regulatory, strategy, technical assistance, and more to help businesses solve problems they encounter and reach their goals;
- Work with strategic partners in Rhode Island and in the region to cultivate a network of service providers that will assist growing companies;
- 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
- Duties as assigned.

Key Competencies

- **Intelligence:** The ability to acquire understanding and absorb information rapidly. A quick study.
- **Resourcefulness, creativity, tenacity, and initiative:** 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. Ability to troubleshoot and solve problems.

- **Written Communications:** Writes clear, precise, well-organized documents using appropriate vocabulary, grammar, and word usage.
- **Project Management/ Organizational Skill:** The ability to ensure a multi-stakeholder team's work is accomplished in service of overall goals. Strong attention to detail and organizational skills.
- **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

- Bachelor's degree is required. An advanced or professional degree in Business, Public Administration, Economics, Entrepreneurial studies, or related field is preferred.
- Experience in economic development, business, business development, customer service (at a managerial level), or relevant field is required. Small business experience is preferred.
- Leadership skills and capacity to manage multiple projects and competing priorities in a fast-paced work environment.
- Experience with Salesforce CRM or other customer relation management systems is preferred.
- Stakeholder interaction and experience, particularly showing the ability to develop strong partnerships with various government agencies, business leaders, and industry and community representatives.
- Self-motivated, organized, and deeply committed to personal and organizational success.

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 Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.