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## Grants Administrator

*This is a grant-funded position through December 30, 2020. There is no guarantee that funding will be extended for this role.*

The Rhode Island Commerce Corporation (RICC), as the official economic development arm of the State of Rhode Island, works to drive prosperity in the state and help Rhode Island businesses and residents thrive and recover from the COVID-19 pandemic. A quasi-public agency, the Commerce Corporation serves as a government and community resource. We are a passionate, innovative, driven, and resourceful team inspired by the belief that we can expand opportunities so that more Rhode Islanders are able to succeed. We enjoy working for an administration that is truly invested in making change happen. People skilled at advancing strategic change in a fast-paced, dynamic environment thrive here.

## Summary

RICC has been charged with disbursing federal Coronavirus Relief Funds in support of Rhode Island businesses and employees before December 30, 2020. To do this, we are running a number of grant and business support programs—each of which need dedicated attention to ensure effective execution, proper direct support to grantees, and compliance with federal regulations. The Rhode Island Commerce Corporation seeks an experienced grants administrator with strong analytic skills, experience with accounting platforms, and a keen attention to detail. Specifically, the Grants Administrator will be responsible for:

## Responsibilities

- Ensuring grant recipient compliance with all Corporation, State, and Federal guidelines, including accurate documentation maintenance, reporting compliance,
- Database and spreadsheet maintenance and reconciliation to ensure accurate and comprehensive data collection and tracking.
- Grant bookkeeping, including funds allocated, funds distributed, and funds spent
- Creation of reports detailing exact status of project spending and compliance paperwork return as requested by RICC leadership

## Key Competencies

- **Attention to detail:** Ability to keep track of a number of details thoroughly and accurately and concurrently. Things don't fall through the cracks.
- **Resourcefulness:** Job requires problem solving and finding ways over, around or

through barriers to success. A bias for action. A results-oriented "doer."

- **Initiative** - Job requires a willingness to take on responsibilities and challenges
- **Achievement/Effort** - Job requires establishing and maintaining challenging goals and exerting effort toward mastering tasks.
- **Written Communications:** Writes clear, precise, well-organized documents using appropriate vocabulary, grammar, and word usage.
- **Dependability** - Job requires being reliable, responsible, and dependable, and fulfilling obligation.

### **Qualifications and Skills**

- Excellent analytic and computational skills
- Heightened attention to detail
- Proficient in Microsoft excel and bookkeeping programs
- High-level of integrity and trustworthiness
- Ability to work in a remote environment
- Excellent communication and interpersonal skills
- Experience with federal funding preferred

This is a temporary assignment lasting approximately 10 weeks. Resumes will be accepted until posting closes; Friday, October 16, 2020. 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)

*Rhode Island Commerce Corporation is an at-will employer; no employment contracts exist.*

*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.*