



Project Manager

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 project manager with strong organizational skills, a keen attention to detail, and a herculean work ethic. Specifically, the Project Manager will be responsible for:

Responsibilities

- Manage one or more COVID-19-response granting programs including all pre-and post-award aspects such as RFP development, facilitating review processes, communicating with applicants and awardees, and program evaluation
- Develop program guidelines and other compliance protocols in coordination with legal and compliance teams.
- Collect both qualitative and quantitative data related to grant project performance for contributing to agency and federal compliance reports.
- Develop draft communication and outreach materials related to program such as email blasts, FAQs, and website news stories. Support the Communications and Marketing Departments in external communication about programs.
- Represent Commerce RI at community events as needed.
- Correspond with applicants and prospective applicants.

Key Competencies

- **Strategic skills:** Job requires the ability to determine opportunities and threats through comprehensive analysis of current and future trends. Comprehends the big picture.
- **Resourcefulness:** Job requires problem solving and finding ways over, around or through barriers to success. A bias for action. A results-oriented "doer."
- **Leadership** - Job requires a willingness to lead, take charge, and offer opinions and direction.
- **Initiative** - Job requires a willingness to take on responsibilities and challenges
- **Achievement/Effort** - Job requires establishing and maintaining challenging goals for self and others 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

- Ability to manage multiple competing priorities in a fast-paced work environment.
- Stakeholder interaction and experience, particularly showing the ability to quickly develop trusted relationships.
- Self-motivated, creative, organized, and deeply committed to personal and organizational success.
- Relevant professional experience and demonstrated high level of success.

This is a temporary assignment lasting approximately ten 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

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.