



Investment Associate

Position Summary

Incumbent in the position supports the Investment Team by acting as a “utility player” with the ability to quickly assess the needs of, develop a work plan for, and excel at all tasks given regardless of previous knowledge. The overall purpose of this role is to support Commerce RI’s goal of drawing business to the area and getting Rhode Islanders.

Responsibilities

- Evaluate applications for state business incentive investments.
- Supervise analysts in the development of pro-forma financial models and valuation analyses, including scenario analyses.
- Develop presentations for the business incentive investment approvals process.
- Support the negotiation and closing process for all transactions and contracts.

Key Competencies

- **Intelligence:** The ability to acquire understanding and absorb information rapidly. A quick study.
- **Resourcefulness:** 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.”
- **Written Communications:** Writes clear, precise, well-organized documents using appropriate vocabulary, grammar, and word usage.
- **Goal Setting:** Sets fair stretch goals for self and others. Encourages individual initiative.
- **Ambition:** Desires to grow in responsibility and authority.

Qualifications

- Relevant professional experience in private equity, real estate, investment banking, and/or consulting.
- A Bachelor’s degree in Finance, Accounting, Economics, Business, Strategic Management, or related field is preferred.
- Outstanding MS Office skills.

- Proven working experience as an investment analyst.
- Solid understanding of financial set-up, procedures, statistics, and economics.
- Excellent investment analysis software user.
- Strong numeric skills.
- Excellent quantitative and qualitative analytical skills.
- Exceptional verbal and written skills.
- Strong work ethic and willingness to work until task is completed successfully.
- Self-motivated with a passion for learning.

To be considered, candidates must submit a cover letter along with a professional resume and salary requirements via email to:

Rhode Island Commerce Corporation
job.opportunities@commerceri.com

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