



## **Innovation Programs Assistant**

### **Position Summary:**

The Rhode Island Commerce Corporation (Corporation) seeks an experienced candidate to provide data analysis, financial analysis, and administrative support to the suite of programs under the Innovation Programs umbrella. Support for programs such as the Wavemaker Fellowship, Innovation Vouchers, and Network & Cluster grants will be in the purview of this role. These programs contribute to the talent recruitment and retention efforts of the State, encourage collaboration with research entities such as universities and hospitals, help to unlock R&D capacity for small businesses, support the commercialization of products or services, and more.

### **Responsibilities:**

- Manage annual certification process for Wavemaker Fellows, including calculation and evaluation of financial records, communication with Fellows, partnership with the Division of Taxation.
- Management of asset management system (database), including data entry, data extraction & evaluation, document tracking, etc.
- Ad hoc reporting from database to respond to data requests, as needed
- Analysis and research on companies engaged in innovation programs, including in the Secretary of State database
- Ad-hoc research for internal and external benchmarking purposes
- Maintenance of contact lists, up to date data and status of projects, mapping of projects throughout the State

### **Key Competencies:**

- The ability to acquire understanding and absorb information rapidly.
- Interest and ability to generate new approaches to problems or innovations to established best practices.
- The ability to analyze and interpret financial data to present findings.
- The ability to be thorough in accomplishing a task through concern for all the areas involved
- The ability to organize time and resources efficiently

**Qualifications:**

- A minimum of an Associate's degree or equivalent combination of education and clerical experience;
- Strong organizational skills and the ability to manage multiple projects and assignments concurrently;
- An understanding of the public policy process, economic development, financial services, or related area in government or private sector;
- Strong interpersonal skills, attention to detail and ability to work with sensitive and confidential information;
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook.

To be considered for this position, 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](mailto:job.opportunities@commerceri.com)

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