



Innovation Program Manager

Statement of Duties

The Innovation Program Manager will assist the Managing Director of Innovation in administering innovation granting programs of the Corporation that provide a dependable framework of support systems and investments to foster market-based innovation for Rhode Island small businesses and industry sectors. The Innovation Program Manager will play an integral role in building science and technology innovation capacity within Rhode Island by supporting and implementing the economic development strategy for the state.

Essential Functions

- Manage multiple innovation granting programs including all pre-and post-award aspects such as RFP development, facilitating review processes, communicating with applicants, program evaluation, reporting, and payment.
- Collect both qualitative and quantitative data related to grant project performance for contributing to agency and other periodic reports.
- Develop draft communication and outreach materials related to innovation programming at Commerce RI such as email blasts, press releases, FAQ's, and website news stories. Manage both internal and external communications by working with a Communications and Marketing Department.
- Maintain a working knowledge of national trends in innovation policy and Technology Based Economic Development (TBED) strategies. Attend professional development opportunities, such as conferences, when applicable.
- Respond to extramural funding opportunities that can leverage existing RI assets and core basic and applied research competencies.
- Represent Commerce RI at community events as needed.

Key Competencies

- Strategic skills: Determines opportunities and threats through comprehensive analysis of current and future trends. Comprehends the big picture.
- 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."
- Persuasion: Persuasive in change efforts, selling a vision. Convincing.
- Goal Setting: Sets fair stretch goals for self and others. Encourages individual initiative.
- Vision: Provides clear, credible vision and strategy.
- Energy / Drive: Exhibits energy, strong desire to achieve, high dedication level.

Qualifications

- A minimum of a Bachelor's degree and demonstrated experience in managing programs or equivalent combination of education and experience.
- Excellent communication skills and an ability to prepare clear, informative and concise written materials. Must be able to communicate effectively across multiple stakeholder and partner groups such as universities, foundations, government, and industry sectors.
- Strong organization and time management skills with the ability to manage multiple grant

and project portfolios. Previous grant management experience within a government agency or university is preferred.

- Familiarity working with basic and applied researchers or within a research & development department.
- Strong interpersonal skills, attention to detail and ability to work with sensitive and confidential information.
- Ability to maintain flexibility in a fast paced environment.
- An understanding of the public policy and state budgeting process and intermediate technology- based economic development concepts.
- Proficiency in Microsoft Word, Excel, PowerPoint, Adobe Acrobat and Outlook.

To be considered for this position, candidates must submit a cover letter along with a professional resume via email to:

Rhode Island Commerce Corporation
job.opportunities@commerceri.com

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