



## Senior Analyst / Investments Director

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### Position Summary

The Corporation's Senior Analyst/Investment Director is tasked with providing information and recommendations that enable investment decisions to be made. The Investment Director is part of a team that supports both daily operational and financial needs of the organization, works collaboratively with the enterprise-level portfolio management group, and is involved the longer term strategic decision making on assets.

### Responsibilities

- Develop models to conduct analyses that consider financial (ROI, NPV, Quality Indices, etc.) and non-financial (Strategic Value, Risk, Mission Alignment) aspects of a specific or wide range of business incentive opportunities and investment(s) and clearly interpret and communicate outcomes for decision-making purposes
- Oversee the management of all Rhode Island Commerce business incentive programs and investment activities and ensures that such activities conform to all statutes, regulations and policies governing prudent use of public funds.
- Review and analyze investment statements and reports; assist with budgeting; assist project teams with investment guidance; develop investment projections and build models; and ensure compliance with guidelines, policies, and relevant legal regulations and statutes.
- Supervise investment staff directly. Providing guidance and technical assistance in order to meet goals; responsibilities include assigning and reviewing work, train and coach/counsel employees as appropriate.
- Oversee management of investment data, deal documents, and responses to requests from internal and external stakeholders. Ensure Excel and PowerPoint work is of high quality.
- Develop, implement, evaluate and enforce all written policies and procedures for Investments in order to ensure ongoing efficiency
- Support the development and implementation of new processes that methodically evaluate and communicate the impact of investments and business incentive agreements made by the company.
- As required, support teams that conduct financial valuation or economic viability assessments on existing assets or potential acquisition targets, substantiate strategic opportunities for businesses, establish appropriate financial operating targets, etc.

### Key Competencies

1. **Analysis skills:** Identifies significant problems and opportunities. Analyzes problems and people in depth. Sorts the wheat from the chaff, determining root causes.
2. **Organization/Planning:** Plans, organizes, schedules and budgets in efficient, organized manner. Focuses on key priorities.
3. **Integrity:** Ironclad. Does not ethically cut corners. Earns trust of co-workers. Puts organization above self-interest.
4. **Enthusiasm/Passion:** Exhibits dynamism, excitement, and a positive can-do attitude,
5. **Communication and presentation skills:** Distills data and analytics into meaningful and digestible formats, with the ability to clearly, precisely, and concisely articulate analyses to various stakeholders.

## Professional Qualifications

- Five (5) to ten (10) years of progressive responsibility in investing, financial services, or economic development with management experience
- The successful candidate should be comfortable with ambiguity and balancing multiple competing priorities.
- The candidate will be required to work closely with counterparties and other stakeholders to develop existing relationships and establish new relationships as necessary.
- This analyst will work cross-functionally both within finance and accounting, policy, business development, and with the broad and diverse set of Rhode Island Commerce business lines
- This position requires a self-starter who will work to continuously improve processes while maintaining a rigorous control environment and compliance with various Company policies.
- Experience with the development and utilization of financial models/tools to convey business impacts.
- Excellent verbal and written communication and persuasion skills the ability to proactively and comfortably engage with anyone from immediate colleagues to remote working groups, entry-level colleagues to upper management and elected officials.
- Demonstrated success within a continuously evolving operating environment and have (1) the willingness to be an idea/thought contributor in this atmosphere and (2) the ability to successfully implement those thoughts.
- Ability to prioritize and plan work accordingly to deliver results in a timely manner.
- Demonstrated advanced analytical skills with an ability to gather (via an ERP system or other private/public databases) and evaluate large volumes of data, interpret trends and offer solutions or recommendations for corrective action.

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***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@commercerci.com](mailto:job.opportunities@commercerci.com)***

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