



Senior Grants Administrator

Statement of Duties

The Senior Grants Administrator is responsible for ensuring seamless workflow of all pre- and post-award grant activities for the RI Commerce Corporation (Corporation) and the Rhode Island Science and Technology Council (STAC)—inclusive of federal, state, and all other granting programs. The Senior Grants Administrator will effectively manage all grant programs of the Corporation in order to ensure a dependable framework of support systems and investments to foster market-based innovation for Rhode Island small businesses and industry sectors. They 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. Their work will be designed to leverage resources, develop and monitor program performance metrics, identify and develop external funding opportunities, and coordinate efforts to deepen strategic partnerships with stakeholders and key constituents.

In addition, they will lead operational support for the STAC. Working closely with STAC co-chairs, the Senior Grants Administrator will manage existing programs and the design, development, and integration of new initiatives that support the Council's strategic mission. As STAC program operational lead, this position is responsible for all operations of the Council including financial and administrative management of the Council as a public body.

Essential Functions

- Manage multiple granting programs including all pre-and post-award aspects, inclusive of communicating with applicants, program evaluation, reporting, and payment and other close out activities.
- Leverage assets and partnership with Rhode Island's research institutions, and the research and development endeavors happening throughout the state, as well as Corporation engagements with local businesses to support the development of a pipeline of new grantees that aligns with State priorities.
- Collect, analyze, and report on both qualitative and quantitative data related to grant project performance, contributing to agency and other periodic reports as well as future program designs.
- Ensure the efficient, cost effective, administration and financial management of grants and contracts throughout the Corporation in compliance with Corporation, State, and Federal policies and procedures, as applicable.
- Maintain and update all pertinent records, files and documents, and ensure completeness of all research accounts, files, and submissions in accordance with State, Federal, and Corporation policy, as applicable.
- Respond to extramural funding opportunities that can leverage existing RI assets and core basic and applied research competencies.
- Represent the Corporation at community events as needed.

Key Competencies

- Strategic skills: Job requires the ability to define opportunities and understand threats through comprehensive analysis of current and future trends. Understands the big picture and how individual grants and grant-making efforts fit together.
- Servant leadership: Job requires a willingness to lead, make decisions, and point toward a strategic direction.
- Project and program management: Job requires the ability to juggle the strategic administration of many concurrent grant programs with limited staff support, ensuring smart interconnection across efforts.
- Initiative: Job requires a willingness to take on responsibilities and challenges and find ways over, around, or through barriers to success. A bias for action. A results-oriented "doer." A strong desire to achieve.
- Stakeholder engagement: Job requires an ability to work with various internal and external stakeholders.

Qualifications

- A minimum of a Bachelor's degree and demonstrated experience in managing grant 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 with specific experience administering federal grant programs is strongly 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, and Outlook, as well as Adobe Acrobat.

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

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.