



## Broadband Grants Administrator

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### Statement of Duties

The Broadband Grants Administrator is responsible for ensuring seamless workflow of all pre- and post-award grant activities for the RI Commerce Corporation (Corporation)—broadband infrastructure and digital equity grants, inclusive of federal, state, and all other granting programs. The Broadband Grants Administrator will effectively manage broadband grant programs of the Corporation in order to ensure a dependable framework of tracking, reporting, and processing all grants and subgrants for the Corporation. The incumbent will play an integral role in closing the digital divide for Rhode Island residents and businesses by supporting and implementing the broadband and digital equity strategy for the state. Their work will be to best leverage resources, develop and monitor program performance metrics, and troubleshoot and ensure all federal compliance is met.

### 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. Programs to include the State’s broadband deployment and digital equity grant program.
- 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.
- 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.
- Compile financial reports that reflect the disbursement status of funding and provide reports to the Director along with any recommendations.

### 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.
- **Project and program management:** The ability to juggle the strategic administration of many concurrent grant programs with limited staff support, ensuring smart interconnection across efforts.
- **Attention to detail:** A keen eye and focus on the little things. Someone who “sweats the small stuff” and is able to track many working parts to ensure nothing gets dropped.
- **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 federal grant programs or equivalent combination of education and experience. Experience with 2 CFR 200 compliance and/or National Telecommunications and Information is preferred.
- 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 state budgeting process and basic broadband deployment and adoption concepts.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook, as well as Adobe Acrobat.

*This role is funded through federal State Fiscal Recovery Funds for a two-year term. The term may be extended contingent on continued funding.*

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

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.