



Director of Public Affairs

The Rhode Island Commerce Corporation works with public, private and nonprofit partners to create the conditions for businesses in all sectors to thrive and to improve the quality of life for our citizens by promoting the state’s long-term economic health and prosperity. We offer business assistance, access to funding and red tape reduction for companies of all sizes.

Position Summary

The Public Affairs Director acts as a primary point of contact for media, Statehouse representatives, and the public for both the Executive Office of Commerce (EOC) and the Commerce Corporation (Corporation). The Director will manage all Access to Public Records Act (APRA) requests; plan and implement the strategic communications, public and media relations, crisis management, and day-to-day communications activities of the Commerce Corporation and for the Executive Office of Commerce. The Public Affairs Director will also serve as a key spokesperson for the EOC and the Corporation for the media, general public, and General Assembly.

Responsibilities

- Oversee all communications for the Commerce Corporation.
- Act as the communications lead for public records requests at both agencies (EOC and the Corporation), working directly with the policy and legal teams to ensure all requests are managed and responded to appropriately.
- Coordinate communication functions for the departments, agencies, and offices under the Commerce umbrella. As needed, coordinate public affairs and communications requests between Commerce and other state agencies and partners—including working directly with the Governor’s office communications team.
- Ensure that communications are aligned with the administration’s overall goals.
- Represent Commerce Corporation and the Executive Office of Commerce at various events and in varying media outlets; act as a primary spokesperson for Commerce to the press.
- Develop relationships with local community and business leaders and support coordination of Commerce Corporation and affiliated agency outreach to stakeholder groups in commerce-related areas and in the Rhode Island community in order to increase public support and engagement of Commerce activities.
- Oversees deputy director of communications and stakeholder engagement.

Key Competencies

- **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.”
- **Verbal Communications:** Able to connect with and communicate clearly to both the general public as well as state leadership.
- **Written Communications:** Writes clear, precise, well-organized documents using appropriate vocabulary, grammar, and word usage. Able to engage a diverse range of readers and keep content both fresh and interesting as well as accurate and informative.
- **Strategic thinking:** Understands the media landscape and the impact of how stories are managed. The ability to look at the whole picture and understand the impact of each critical piece.
- **Follow-up:** Never lets a question unanswered or a thread unpulled. Meticulously ensures that promises for follow-up or additional information are kept.

Professional Qualifications

- At least seven years of experience in the communications field.
- Experience with commerce-related subject matter.
- Ability to complete tasks in an accurate, efficient, and timely manner while maintaining a meticulous attention to detail.
- Demonstrates excellent communication, writing, and interpersonal skills.
- Strong, collaborative team builder.
- Ability to work independently, but with a team focus.
- Experience in and/or knowledge of Rhode Island is highly preferred.

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

Rhode Island Commerce Corporation
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.