



ConnectRI Program Manager

Statement of Duties:

The ConnectRI Program Manager, as part of the RI Commerce broadband initiative, is responsible for overseeing the coordination of, and compliance with, federal grants and other funding opportunities related to broadband infrastructure and digital equity; supporting the development of projects to increase affordable broadband access and adoption throughout the State; and evaluating proposals to improve broadband connectivity and monitor subaward recipient progress and compliance, with support of a consultant team. Reporting to the Director of Broadband Strategy, this position will work to ensure that Rhode Island's broadband efforts meet the needs of communities across the State. The position will work on the team charged with ensuring all residents and small businesses have the opportunity to access affordable, reliable broadband services and to understand the foundational digital skills to use technology for such needs as employment opportunities and remote work, education, and healthcare. Responsibilities will include managing consultant relationships; developing, monitoring, and reporting on program performance metrics to internal and external stakeholders; and ensuring compliance across ConnectRI's programming.

This role is funded through Federal Grant Funding for a two-year term. The term may be extended contingent on continued funding.

Position Functions

The essential functions and duties listed below are intended only as illustration of the various types of work that may be performed. The specific omission of specific statements of duties does not preclude them from the position if work is similar, related, or a logical assignment to the position.

Essential Functions

- Lead program management for the ConnectRI team, including planning, coordination, and administration of initiatives instrumental to broadband access, affordability, and adoption through the State.
- Work closely with the Director of Broadband Strategy and ConnectRI team to develop the scope, deliverables, required resources, work plan, budget, and timing for program initiatives
- Manage pre- and post-award aspects of multiple broadband and digital equity grant programs, inclusive of communicating with applicants, program evaluation, reporting, and payment tracking, and other close out activities, in conjunction with RI Commerce's Senior Grants Administrator.
- 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 for the ConnectRI initiative 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 by source and provide

reports to the Director, along with recommendations.

- Represent the Corporation at community events as needed.

Key Competencies

- **Project and program management:** Job requires the ability to juggle the strategic administration of 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.
- **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.”
- **Exceptional communication skills:** Job requires the ability to listen and understand the concerns of a diverse set of stakeholders and key constituencies and summarize that learning into actionable steps.
- **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.

Qualifications:

- 5-7 years of demonstrated experience in managing federal grant programs or equivalent combination of education and experience. Experience with 2 CFR 200, NEPA, Davis-Bacon compliance, and/or other federal construction compliance requirements preferred but not required.
- Keen ability to track the progress of grant-funded eligible activities while keeping staff and sub-awardees on track to reach goals, and federal and state partners connected on status of deliverables.
- Strong organization and time management skills with the ability to manage multiple grant and project portfolios.
- An understanding of basic broadband deployment and digital equity concepts.
- Proficiency in Microsoft Word, Excel, PowerPoint, SharePoint, and Outlook, as well as Adobe Acrobat.

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.

To be considered for this position, please apply at:

<https://secure.yourpayrollhr.com/ta/co8056.careers?ShowJob=553798276>