



Innovation Initiatives Director

Statement of Duties

The Innovation Initiatives Director plays an integral role in building the innovation capacity within Rhode Island by managing and supporting the State's economic development investments for research and development and strategy in key innovation sectors. The incumbent is community facing, working with Rhode Island small businesses, entrepreneurs, researchers and technology leaders to identify opportunities to advance growth, while administering the Corporation's Innovation Programs.

The Strategic Initiatives team is a dynamic group that directs the Corporation's planning efforts, innovation initiatives, and federal grant-funded programs. The team works to ensure alignment of Corporation efforts with the state's overarching economic development priorities as well as efforts from other agencies. It builds the portfolio of non-state revenue sources to support this work. And it drives innovation and special projects for the Corporation.

Position Functions

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

Essential Functions

Pipeline development and maintenance

- Identify businesses and entrepreneurs ideal for the State's innovation programs, cultivating a continuous pipeline of potential investments that help grow businesses in Rhode Island and advance Rhode Island's economic development goals across targeted industries.
- Support businesses with navigation of innovation program resources and programmatic needs.
- Work closely with Commerce's business development and client services teams to ensure cohesive business support and clear direction for innovation projects.
- Cultivate relationships with Rhode Island's research institutions and the research and development ecosystem to continuously leverage the assets and resources that can further benefit innovation in the state.

Program management and metrics tracking

- Project manage the innovation programs including application development, facilitating application reviews, communicating with applicants, developing award contracts, maintaining program evaluation, operations, systems and reporting.
- Continuously track the innovation program portfolio, reporting on impact and ways to further leverage innovation investments.
- Work across Innovation Team to collect both qualitative and quantitative data related to grant project performance for contributing to agency and other periodic reports.
- Prepare board materials and presentation of funding approvals when needed.

Communications and storytelling

- Liaison with Commerce's Marketing department to develop timely communication and outreach materials related to innovation programming at Commerce RI, including email

newsletters, marketing collateral, social media and success stories.

- Work with program grantees to prepare and provide testimonials for the General Assembly and others as needed.

General

- Maintain a working knowledge of national trends in innovation policy and Technology Based Economic Development (TBED) strategies; attend professional development opportunities, such as conferences, when applicable.
- Represent Commerce RI at community events as needed.
- Oversee Innovation Initiatives team members and work across the Strategic Initiatives team.

Key Competencies

- Strategic skills: Determines opportunities and threats through comprehensive analysis of current and future trends. Comprehends and can execute against the big picture.
- Servant leadership: Leads through empowerment; can easily make decisions and point toward a strategic direction to accomplish goals and functions.
- Team oriented: Manages people with a commitment to harnessing their strengths to the benefit of the team.
- Program and project management: Juggles strategic administration concurrently with operational tasks and relationship management.
- Initiative: Willing to take on responsibilities and challenges. Finds new ways over, around, and through barriers to succeed. A results-oriented doer.
- Relationship oriented: Works well with various internal and external stakeholders.

Qualifications

- 6-8 years of professional or demonstrated experience in managing programs or business/entrepreneurial development initiatives—or equivalent combination of education and experience.
- Excellent verbal communication skills as well as 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 project portfolios concurrently.
- 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 knowledge of technology-based economic development concepts.
- Proficiency in Microsoft Word, Excel, PowerPoint, Outlook and Adobe Acrobat

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.

To be considered for this position, please apply at:

<https://secure.yourpayrollhr.com/ta/co8056.careers?ShowJob=620943106>