



Operations Manager, Strategic Initiatives

Statement of Duties

The Operations Manager for the Strategic Initiatives team will act as the internal program and operations control nexus for the Rhode Island Commerce Corporation's strategic and innovative initiatives. The incumbent will ensure program and team efforts enhance the competitiveness of the Rhode Island economy by creating dependable and aligned internal systems as well as a structure for smart investments and funding requests that foster market-based innovation.

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.

Essential Functions

Policy and Program Research and Compliance

- Develop and maintain updated program Standard Operating Procedures (SOP) documents, reflecting research of statute, regulations, and other program guidance documents and ensuring accurate decisioning for program implementation.
- Support program directors in executing SOPs that enhance the programmatic delivery and drives towards excellence.
- Maintain internal systems for program compliance and ensure buy-in and understanding of those systems internally; support team members to collectively utilize them.
- Prepare reports, presentations, and issue briefs for internal and external audiences.

Strategic Sourcing of Funding

- Identify viable, relevant, aligned funding opportunities for key short- and long-term economic development efforts through federal and other sources.
- Maintain a pipeline and calendar of open grant opportunities, leveraging internal assets and external partnerships to prioritize opportunities based on State priorities, immediate needs, partner alignment, and capacity.
- With guidance from senior leadership, program manage targeted grant applications from start to completion, including drafting content and developing budgets.

General

- Develop a tracking system for science and technology research and federal, state and other investments; support ongoing tracking of the innovation ecosystem from research to commercialization.
- Conduct research on policies, programs, and approaches within economic development.
- Work closely with Strategic Initiatives team as well as the Executive Office of Commerce to ensure accurate and holistic metrics, reporting, and program representation to external stakeholders.

- Ensure projects with multiple stakeholders accomplish success through strong teamwork in service of overall goals.
- Other duties as assigned.

Key Competencies

- **Project management, organizational skill, and attention to detail:** Strong attention to detail, follow-up and organizational skills. The ability to manage multiple competing priorities is a fast-paced work environment.
- **Research:** Keen ability to investigate opportunities and quickly decipher and classify information relative to overarching goals and strategies. Understands basic principles of desktop research and policy; enjoys organizing information for clear deliverables.
- **Communication:** Writes clearly, precisely, and concisely. Demonstrates strong oral and collaboration skills, with the ability both to speak convincingly and listen openly.
- **Ambition:** Desires to grow in responsibility and authority, in a team-based, collaborative environment.

Qualifications

- A minimum of a bachelor's degree and 3 years of progressively responsible professional experience or equivalent combination of education and experience.
- Experience with policy research, program management, grant funding, and/or strategic planning.
- Familiarity and experience in a federal or state government environment. Experience with federal grants preferred.
- Fundamental understanding of economic development.
- Excellent written and verbal communication skills. Must be able to collect and summarize information from a broad base of sources and develop materials that are informative and concise for multiple audiences in a variety of formats.
- Strong interpersonal skills.
- Proficiency in Microsoft, Word, Excel, PowerPoint, SharePoint and Outlook.

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=620938817>