



ConnectRI Broadband Program Manager

Statement of Duties

The ConnectRI Program Manager, as part of the RI Commerce broadband initiative, is responsible for developing and implementing ConnectRI communications and external engagement efforts, supporting the monitoring of subgrantees; supporting compliance efforts for federal grant requirements; and providing general program and project support.

Position Functions

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

Essential Functions

1. Communications and External Engagement (30%):

- In coordination with the Corporation's marketing and communications departments, develop and implement an external communications strategy for the ConnectRI program, including maintaining a schedule of activities.
 - Serve as the primary liaison to the Corporation's marketing and communications team.
- Lead the transition and migration of the ConnectRI website hosting platform (currently ArcGIS Hubsite) to an approved platform (e.g., WordPress) that supports the needs of the ConnectRI program and aligns with the Corporation's website brand standard and structure while maintaining usability and all required public information.
- Maintain the updated ConnectRI website, ensuring it provides current, relevant and all required information.
- Design, write and disseminate a monthly newsletter that highlights the ConnectRI program and statewide broadband activities and stories.
- Under the direction of the Director of Broadband Strategy and in collaboration with the Corporation's Social Media Manager, support a social media presence that includes sharing successes, monthly spotlights, and other relevant news through the Corporation's social media channels.
- Support subgrantees, municipalities and other relevant stakeholders to increase public awareness of broadband options in service of broadband adoption
 - Develop and maintain partnerships with stakeholder groups to support broadband infrastructure adoption and effective utilization.
- Organize and manage special events, which may include ground-breaking events, regional convenings, and an annual broadband summit.

2. **Grant Monitoring, Compliance, & Reporting (30%):**

- Oversee the rollout of the Corporation's grant and compliance tracking software, EY Virtual, as well as the ongoing engagement of the Corporation with EY Virtual to ensure compliance with state requirements, as well as those from all relevant federal agencies.
 - Upon completion of training for incumbent, provide training and support for internal and external users of EY Virtual, in collaboration with the staff at EY.
- Spearhead the creation, update, and maintenance of all compliance documentation, as well as ensuring those documents are filed or referenced on EY Virtual.
- Support ConnectRI reporting requirements, including drafting narratives, compiling information, and final document preparation.
- Support the Senior Program Manager in ensuring compliance with all funder requirements through the maintenance of a strong understanding of both the Broadband Equity, Access, and Deployment (BEAD) program and Capital Projects Fund (CPF) requirements.
- Support ConnectRI program evaluation activities.

3. **Program and Project Management Support (40%):**

- Manage invoice processing for ConnectRI program vendors and subrecipients, including creating and maintaining invoice trackers, reviewing and monitoring for contract compliance, and shepherding invoices through the approval process to completion.
- Provide administrative support, including managing calendars, scheduling meetings, staffing review committees, creating needed documents, and general activities.
- Engage in research, as assigned by the Director of Broadband Strategy, that advances the goals of the ConnectRI program.
- Manage and/or participate in special projects and other duties as assigned.

Key Competencies

- **Project Management:** Skilled at managing multiple projects in a fast-paced environment simultaneously, while continuing to meet deadlines and ensure project integrity.
- **Organization and detail-orientation:** Focus on "sweating the small stuff"—with the ability to handle the day-to-day of multi-faceted projects through the creation of clear personal goals and implement strategies.
- **Collaboration and communication:** Excellent written and verbal communication and relationship-building skills with diverse stakeholders, including government agencies, business leaders, and industry groups.
- **Resourcefulness and initiative:** Strong problem-solving abilities, capable of identifying and navigating challenges to achieve results.

Professional Qualifications & Preferred Skills

- Bachelor's degree in economics, business, telecommunications, public policy, or related field (preferred)
- 5+ years of experience in program/project management and/or grants management.
- Strong organizational skills and attention to detail
- Experience with large-scale projects, especially those with federal or other complicated compliance requirements
- Experience with stakeholder engagement, particularly in business or public policy sectors
- Proficiency in Microsoft Office Suite, Adobe Acrobat and social media platforms

Salary Range: \$70,000 - \$80,000

This role is funded through a federal grant with a five-year term. The term may be extended contingent on continued funding.

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?ApplyToJob=671673793>