

## Chief Strategy Officer

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### Statement of Duties

RI Commerce presently manages significant state and federal funding—which stand up dozens of programs and require varying levels of compliance, reporting, and strategic connection. The Chief Strategy Officer serves as a member of the senior management team, providing strategic oversight of all federal grant funding, works to connect federal and state initiatives, and improves cohesion of efforts between internal teams.

### 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 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

#### Strategy and Planning

- Project manage the creation of a long-term economic development plan for the state of RI, braiding requirements from the state and federal governments, ensuring a robust, community-engaged process, and working directly with state leadership at various agencies to align these efforts with overarching State and administration priorities, goals, and parallel strategic plans.
  - Assess current laws and statutory requirements to ensure a comprehensive and aligned long-term economic development effort, including the review and engagement of overlapping long-term planning efforts from partner agencies like the Department of Transportation and Department of Housing as well as other entities like the Science and Technology Advisory Council.
  - Manage a consultant team providing analyses on economic impact and opportunity, through the lens of both business and municipal needs in state.
  - Share best-in-class policy and regulation for driving economic development in Rhode Island—focused on macro and micro policy as well as stimulus funding use.
- Leverage research and ongoing learning from consultant team to make concise, actionable, and strategic recommendations in the creation of a long-term economic development plan.
- Facilitate the State’s long-term economic development advisory committee, including preparation of critical pre-meeting content, dynamic stakeholder engagement and facilitation, and targeted follow-up communication.
  - Ensure alignment around statewide economic development strategy and deployment plan as well as policy and operation

#### Internal Systems

- Evaluate internal operational effectiveness of RI Commerce; implement continuous-improvement cycles to increase effectiveness and fluidity of systems and structures to advance Commerce effectiveness
- Work with RI Commerce senior management team and others to develop team-based and organizational performance metrics aligned with State leadership priorities and strategic plans

and create process for monitoring and reporting against metrics; support teams in changing or improving workflow as needed to meet targeted metrics

- Support RI Commerce teams in aligning departmental goals, processes, and resource allocation with organizational strategy
- Work with CFO and President to ensure organizational budget maximizes efficiencies and drives funding in direct support of state and organizational goals and priorities
- Create and implement working practices and “people policies” that enable high performance and organizational capability

#### Leverage of Federal Funding

- Identify and secure funding for key economic development efforts through federal and other sources.
- Work with Commerce grants administration staff to ensure most efficient and strategic deployment of staff time in service of both strategic priorities and funding resources.

#### Growth-Industry Capacity Building

- In collaboration with RI Commerce senior management team and partners, design a strategy to grow targeted industries in RI aligned to strategic planning efforts.
  - Engage local and regional partners to determine most advantageous pathways forward for growth-industry development and strengthening in Rhode Island, including potential federal and other funding supports as well as targeted policy shifts and strategic utilization of current RI Commerce and partner programming.
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