

## **Executive Vice President Business Services & Innovation Initiatives**

### **Statement of Duties**

This individual will lead a cross-functional team of professionals to achieve both big-picture goals for drawing business to the state as well strategic wins to ensure existing businesses in the state of all sizes thrive.

### **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**

#### **Directional Team Management**

- Set measurable and strategic goals for business services team, in line with and in support of RI Commerce organizational goals and state priorities.
- Create and deploy systems for team that will ensure buy-in and understanding of those goals and motivate and support team members to collectively achieve them.
- Provide day-to-day oversight and management of a high-functioning team of both direct and indirect reports.

#### **Business Services**

- Develop and execute a targeted, systemic, and sustained business development strategy.
- Establish a set of aggressive yet realistic targets and metrics for sourcing, securing, and managing new business opportunities and conducting outreach initiatives.
- Adjust business development strategy based on metric assessments, market feedback, unforeseen opportunities, etc. to ensure maximum appeal and exposure.
- Actively seek new ways to advocate and market Rhode Island for commerce and business growth.
- Oversee activity related to supporting, financial, regulatory, strategy, technical, and general assistance to help businesses solve problems they encounter and reach their goals.
- Develop and execute programming and initiatives to support small businesses and improve the in-state business climate.
- Work with strategic partners in Rhode Island and in the region to cultivate a network of service providers that will assist companies, with an emphasis on minority-owned businesses.
- Execute outreach strategy with the business community on many topics, including various state and local business and workforce development programs, specific industry needs and trends, as well as keeping up-to-date with changes to existing programs and researching new development opportunities.

#### **Cross-functional and Special Projects**

- Collaborate with RI Commerce's Investments, Innovation Teams and the APEX Accelerator to ensure a streamlined, fluid pipeline for businesses to both understand and take advantage of RI Commerce supports and resources. Track data and iteratively and continuously improve processes and efforts.
- Collaborate with RI Commerce's Marketing Team on the development of marketing materials,

collateral, presentations, website improvements, and social media strategy that promote the state's business environment, incentive tools, and other Commerce and affiliate resources and supports.

- Engage in special projects as relevant or required.