



Managing Director of Financial Programs

Statement of Duties

The Managing Director of Financial Services will direct all financial programs offered to business clients of the Corporation. Execute a comprehensive long and short-range finance plans and strategies. This is in support of the Corporation's mission to provide capital so businesses can prosper in Rhode Island. Programs include, bond financings, loan funds, energy funds and other financing resources.

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

- Responsibilities encompass the direct involvement or oversight of financing proposals, negotiation and closings, presentations to approving boards and authorities, compliance, record keeping and implementation as well as understanding of credit and capital needs and trends within Rhode Island and the local New England region.
- Provide innovative strategies and guidance to the President to better align finance programs with Rhode Island business needs, creating new programs that strengthen Rhode Island's capital continuum.
- Direct the Corporation's financing programs, accounting and administrative operations serving as the Agency's liaison with capital providers of debt and equity capital to RI businesses, legislative fiscal staffs, federal and state external agencies, key vendors and private groups to develop and maintain working relationships critical to the successful implementation of the corporation's strategic initiatives and program of work.
- Participates and collaborates with the President and other senior staff in the corporation's business development-related initiatives and activities, provides guidance to staff on structure, requirements, content and implementation plans, identifies key stakeholders necessary for execution and implementation. Initiates outreach in conjunction with other senior staff or project manager, and reports and measures results as appropriate.

Key Competencies

- **Intelligence:** The ability to acquire understanding and absorb information rapidly. A quick study.
- **Resourcefulness:** Passionately finds ways over, around, or through barriers to success. Achieves results despite lack of resources. Goes beyond the call of duty. Shows bias for action. A results-oriented "doer."
- **Written Communications:** Writes clear, precise, well-organized documents using appropriate vocabulary, grammar, and word usage.
- **Goal Setting:** Sets fair stretch goals for self and others. Encourages individual initiative.

Qualifications

- A minimum of a Bachelor's degree and 7 years of progressively responsible professional experience or equivalent combination of education and experience.
- Demonstrated experience in program leadership and management as well as a proven familiarity and experience in a federal or state government environment and experience working with sensitive and confidential information.
- 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 and the ability to interact with and lead a broad coalition of community stakeholders across government, business, academia, hospital and non-profit sectors.
- Proficiency in Microsoft, Word, Excel, PowerPoint and Outlook.

Supervisory Responsibilities

Responsible for the overall direction, coordination, and evaluation. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Classification

Regular Full Time – 37.5 Hours per Week
Salary / Exempt

Reports to

President

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