

Rhode Island Commerce Corporation

Position Title: Executive Director

Statement of Duties

The Executive Director for Rhode Island Commerce Corporation, a quasi-governmental agency, is appointed by the Governor of Rhode Island and confirmed by the RI State Senate legislative branch. The Executive Director serves as the Executive Counselor to the Governor on Economic Growth and Community Development and participates on a number of interagency cabinet level commissions. In addition, serves as the Executive Director as Rhode Island's Chief Operating Officer for statewide economic development, providing assistance to municipalities, chambers of commerce, private businesses and associations.

The incumbent directs all senior level activities of the Corporation in an effort to promote high wage job growth and prosperity for all of Rhode Island. Serves as the Corporation's steward to and liaison with the legislature, external agencies and private groups to develop and maintain working relationships critical to the successful implementation of the corporation's program of work; oversees community and project-development activities and performs all other related projects as requested by the Governor's office and legislative branches.

Primary Duties

- The Executive Director is responsible for developing the economic strategy of the Corporation. Responsible for insuring economic development activities of the Corporation are communicated to Governor and the RI Commerce Corporation Board of Directors. A detailed executive summary is prepared and presented at monthly board meetings.
- Develops comprehensive long- and short-range plans and strategies, which support the Corporation's mission and priorities. Provides coaching to the Senior Management Staff, insuring all projects are aligned with the overall strategy of the agency. Reviews and approves the Corporation's internal program of work, and establishes performance metrics to ensure support functions align with Corporate job growth objectives.
- Chairman of the Quonset Development Corporation Board of Directors, overseeing ongoing development projects.
- Chairman of Slater Technology Corporation, a venture capital program in Rhode Island.
- Responsible for the Corporation's overall operating budget which determines staffing and approving programs, measuring results and providing guidance and counsel to reporting senior managers.
- Reviews corporation's development-related initiatives— provides guidance to staff on content and implementation plans, identifies key stakeholders necessary for implementation, initiates outreach in conjunction with project manager, and measures results.

- Establishes and maintains effective working relationships with the state legislature, congressional delegation, Board of Directors, media, civic and labor organizations and all members of the Commerce Corporation's diverse constituency base.
- Serves as RI Commerce Corporation representative or technical liaison, to relevant boards and committees on a local and statewide basis providing input and soliciting information and comments regarding the operation of the RI Commerce Corporation.
- Works with congressional and legislative delegations as well as corporate officials and other public groups to secure funding and support for initiatives of the corporation; makes presentations to external groups involved in economic development throughout the state. Testifies before boards and legislative committees as required.