

Job Description

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| Position Title | Business Development Analyst |
| Reports To | Managing Director – Program and Business Development |
| FLSA Status | Exempt |
| Version Date | October 2017 |
| Introductory Period | 6 months |

Position Information

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| Assignment Category | Regular, Full time |
| Location | Providence, RI |

Job Description Summary

The Business Development Analyst will work closely with the Managing Director to expand our financing offerings in current sectors while researching new opportunities. The Analyst will develop lasting relationships with our State partner departments as well as with project developers and financiers. The Analyst’s primary duties are supporting the delivery of each of the Bank’s lending programs, including the build out of a client relationship management platform, and recommending enhancements to create efficiencies at the Infrastructure Bank. Supporting the research of new program opportunities and, if pursued, supporting program design, development and implementation activities. The role is also responsible for the creation, implementation and maintenance of the Bank’s marketing and branding programs, collateral materials, and website.

Key Functions and Requirements – Major Tasks and Duties Include But Are Not Limited To

Program Development

1. Researches and provides recommendations to create new strategic initiatives and recommends opportunities to enhance existing infrastructure lending programs.
2. Provides analytical support for new product development and program implementation – including operational policies and guidelines.
3. Leads the production of reports on our lending programs financial and program performance.
4. Develops and oversees the implementation of comprehensive marketing communications for the Bank’s programs, including outreach and technical and financial assistance to borrowers.
5. Support in all aspects of project development, including deal origination, business development and internal transaction management.
6. Provide research and financial analysis with existing and prospective borrowers and develop an opportunity “dashboard” that provides insight into potential borrowing needs that leverage relationships and direct funds to important priorities and projects that best support their goals.
7. Creates and maintains a robust pipeline of opportunities and report on a weekly basis to senior staff.
8. Identifies and researches stakeholders, interest groups and agencies, including, but not limited to: State agencies, renewable energy contractors, broad energy industry firms, green and renewable energy partner agencies and private sector organizations.

Marketing and Event Management

- Manage relationship with marketing communications consultant. Review and edit all marketing materials to ensure accurate branding and industry image.

- Participates in the development of a marketing plan for new and existing programs. Educates State agencies and other industry partners and resources on the Bank's role as a financial intermediary.
- Supports the management of the Bank's website presence, including the content management system (CMS) and subsequent enhancements to increase our ability to provide customers with a forum for electronic transactions.
- Provides recommendations on the management of and enhancement to the Bank's social media presence to increase awareness and drive activities.
- Develops content for the Bank's Annual Report, website updates and social media platforms.
- Represents the Bank with industry networking and professional associations. Participate in industry and tradeshow events to develop client relationships and industry presence.
- Partners with staff on the implementation of an annual "Infrastructure Summit" conference including logistics, communication of event, agenda and marketing to existing clients, prospects, partner agencies and other interested parties.

Miscellaneous

- Supports special projects as assigned. Assist staff members when needed.
- Fully utilizes all technological systems.

Qualifications and Experience Profile

- Bachelor's Degree in finance, economics, business administration, or other equivalent experience.
- 2 – 5 years of relevant work experience, which includes developing and managing programs and/or projects.
- Knowledge of commercial / residential banking, energy finance and/or experience working with renewable energy and energy efficiency projects desirable.

Desired Skills

- Interest in infrastructure, energy and environmental markets and/or policy.
- Ability to learn quickly and act in a fast-paced environment. Detail-oriented and demonstrate strong organizational, leadership, interpersonal and communication skills.
- Excellent critical-thinking and problem-solving capabilities and strong analytical and decision-making skills.
- Effective team skills: professional, assertive, driven, self-starting, able to multi-task and the ability to interact with all types of personalities and work styles.
- Effective interpersonal and relationship building skills, including the ability to work with management and a variety of other parties, at all levels, internally and externally
- Comfortable with presentations, telephone conversations and speaking in meetings and other large forums.

- Proficient in the Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook and other software programs as necessary.

Supervisory Responsibility

- None.

Working Conditions/Physical Demands

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Rhode Island Infrastructure Bank is an equal opportunity employer. It is the policy of the Bank to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, or veteran status. The Bank will conform to the spirit as well as the letter of all applicable laws and regulations. The Bank will take action to employ, advance in employment and treat qualified veterans and disabled veterans without discrimination in all employment practices.

Note: External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.