

## ***Senior Business Development Analyst***

---

Rhode Island Infrastructure Bank is Rhode Island’s central hub for financing infrastructure improvements for municipalities, businesses, and homeowners. We leverage limited capital in a revolving fund to offer innovative financing for an array of infrastructure-based projects including water and wastewater, road and bridge, energy efficiency and renewable energy, and brownfield remediation. These quality of life projects improve the State’s infrastructure, create jobs, promote economic development and enhance the environment.

### **Position Summary**

The Senior Business Development Analyst’s primary duties are supporting the Program and Business Development group in maintaining and developing new client relationships as well as providing strategic support to the Bank’s lending programs. The position’s responsibilities include researching 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. This position will represent the Bank at borrower meetings, industry events, tradeshow and meetings with State agency and vendor partners.

### **Responsibilities**

#### ***Program and Business Development***

- Assists with enhancing existing programs by conceptualizing, initiating, developing, and implementing strategic and value-adding components.
- Provides analytical support for new product development and program implementation – including operational policies and guidelines.
- Co-manage third-party relationships to enhance awareness and accelerate market penetration with existing and new programs. Inform decision-makers about the cost savings of the Bank’s programs compared to other financing options.
- Assist with developing and implementing comprehensive marketing communications for the Bank’s programs, including outreach and technical assistance to borrowers. Ensure community leaders are aware of the Bank’s program funding options and benefits – and articulate eligibilities to same. Publicize successes to community leaders, et al.
- 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.
- Develop and maintain a robust pipeline of opportunities and report on a weekly basis.
- Build and maintain relationships with 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.

- Acts as a thought leader in anticipating ever changing industry trends and refines and creates products and programs to keep pace with industry trends.

### ***Marketing and Event Management***

- Manage relationship with marketing communications consultant. Review and edit all marketing materials to ensure accurate branding and industry image.
- Develop and implement marketing plan for new and existing programs. Educate state agencies and other industry partners and resources on the Bank's role as a financial intermediary.
- Manage 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.
- Oversee and enhance the Bank's social media presence to increase awareness and drive activities.
- Represent the Bank in industry networking and professional associations. Participate in industry and tradeshow events to develop client relationships and industry presence.
- Manage annual "Infrastructure Summit" conference including logistics, communication of event, agenda and marketing to existing clients, prospects, partner agencies and other interested parties.

### ***Miscellaneous***

- Provide updates for Board and other interested parties on program development and marketing programs.
- Supports special projects as assigned. Assist staff members when needed.
- Fully utilizes all technological systems.

### **Qualifications**

- Bachelor's Degree in finance, economics, business administration, or other equivalent experience.
- Minimum 2 years of relevant work experience, which includes developing and managing programs and/or projects.
- A Master's degree and significant internship experience may substitute for the two (2) years of relevant work experience.
- Knowledge of energy finance and/or experience working with renewable energy and energy efficiency projects desirable.

### **Desired Skills**

- Interest in 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.

### **How to Apply**

Please send cover letter (including salary requirements) and resume to [careers@riib.org](mailto:careers@riib.org).