

<b>Job Description</b>	
<b>Position Title</b>	Business Development Analyst
<b>Reports To</b>	Managing Director, Programs and Business Development
<b>FLSA Status</b>	Exempt
<b>Version Date</b>	May 2023
<b>Introductory Period</b>	6 months
<b>Position Information</b>	
<b>Assignment Category</b>	Regular, Full time
<b>Location</b>	Providence, RI
<b>General Background</b>	
<p>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.</p>	
<b>Job Description Summary</b>	
<p>The Business Development Analyst’s primary duties are supporting the Program and Business Development team in maintaining client relationships with our municipal partners as well as providing strategic support to the Bank’s lending programs. The position’s responsibilities include support in all aspects of project development, including project origination, business development and internal transaction management.</p> <p>The role will also research and provide recommendations on new strategic initiatives and recommend opportunities to enhance existing infrastructure lending programs. This position is an opportunity to support RI Infrastructure Bank’s work in connecting Rhode Island municipalities, drinking water suppliers, and wastewater treatment plants with federal funding sources at a critical moment in the sector of public infrastructure finance. Applicants interested in green banking and public finance will be able to apply their skills and positively impact the growth of our programs.</p>	
<b>Key Functions and Requirements</b>	
<p><b>Program and Business Development</b></p> <ul style="list-style-type: none"> <li>• Support in all aspects of project development, including deal origination, business development and internal transaction management.</li> <li>• Researches and provides recommendations to create new strategic initiatives and recommends opportunities to enhance existing infrastructure lending programs.</li> <li>• Provides analytical support for new product development and program implementation - including operational policies and guidelines.</li> <li>• Assists in the maintenance of a robust pipeline of opportunities through the use of a Customer Relationship Management tool.</li> <li>• 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.</li> <li>• Develop presentations and marketing materials in collaboration with Business Development staff.</li> </ul>	

### 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.
- Collaborate with Bank management and Business Development staff.

### Qualifications

- Bachelor's Degree in policy, finance, economics, business administration, marketing, environmental science, engineering, or other equivalent experience.
- Minimum one year of relevant work experience, which includes developing and managing programs and/or projects.
- A Master's degree may substitute for relevant work experience.
- Knowledge of public finance and implementation of infrastructure projects desirable.
- Interest in infrastructure, green banking, energy and environmental markets, federal funding and financing programs, and/or policy.
- Ability to learn quickly and act in an active, mission-driven 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.

### Employment Details

- Competitive compensation package commensurate with experience and skills ranging between \$60,000 - \$90,000
- The position has the potential to operate in a hybrid work model. Candidates selected for any position must be able to come into the office on remote days when required.

### To Apply

- Submit a brief cover letter describing why you are the best fit for this position along with resume to [careers@riib.org](mailto:careers@riib.org). Incomplete applications will not be considered.

*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 Company 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, genetic information, gender identity or expression, or veteran status. The Company will conform to the spirit as well as the letter of all applicable laws and*



*regulations. The Company will take action to employ, advance in employment and treat qualified Vietnam era veterans and disabled veterans without discrimination in all employment practices.*