

## Job Description

<b>Position Title</b>	Executive Director and CEO
<b>Reports To</b>	Board of Directors
<b>FLSA Status</b>	Exempt
<b>Version Date</b>	September 2017
<b>Introductory Period</b>	6 months

### Position Information

<b>Assignment Category</b>	Regular, Full time
<b>Location</b>	Providence, RI

### Job Description Summary

The Executive Director and CEO (CEO) is the leader of Rhode Island Infrastructure Bank (the Bank) and is responsible for the overall success of the Bank. Under the supervision of the Board of Directors, the CEO is responsible for the day-to-day management of the Bank; developing business strategies and plans ensuring their alignment with short-term and long-term objectives; leading and motivating staff to advance employee engagement; developing a high performing managerial team; and, ultimately overseeing all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission of the Bank. Additionally, the CEO is responsible for driving institutional change and continued innovation through a period of transformation as well as representing the Bank to clients and external partners and agencies.

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

#### *Mission Advancement*

1. Oversee the Bank’s capital, liquidity, and credit risk to safeguard its AAA rating.
2. Manage the Bank’s relationship with key stakeholders (and capital providers) in government, both Federal (e.g., EPA) and State government.
3. Manage the Bank’s issuance of bonds to private investors, including its relationships with ratings agencies, underwriters, financial advisers, bond counsel.
4. Manage the Bank’s extension of loans to municipalities, school districts, and other agencies to pay for environmentally-friendly projects.
5. Work cooperatively with agency partners in DEM, DOH, DOT, and OER to ensure that the most deserving projects are funded.

#### *Change Management*

1. Enhance the efficiency and effectiveness of the Bank, and expand the scope of the Bank’s activities, programs and services.
2. Direct the modernization of the Bank, implementing new financial accounting systems, computerized processing systems, and business development methodologies.
3. Create and implement innovative programs.
4. Move beyond legacy water-based programs and broaden scope into energy efficiency and renewable energy programs.
5. Expand existing customer base beyond municipalities to target and include businesses and homeowners (e.g., PACE).

6. Redefine the Bank's culture. Build the premier organization within Rhode Island for financing the development of an environmentally-friendly infrastructure.

### ***Human Resources***

1. Oversee a team with a diverse background in program management, finance, accounting, and operations.
2. Carry out leadership responsibilities in accordance with the Bank's policies and applicable laws to include: training employees, directing workflow, appraising performance, addressing complaints, and succession planning.
3. Recruit, retain, and develop best in class talent to support the Bank's mission.

### ***Process Management***

1. Ensure the Bank has in place the systems, procedures, and resources required to fill its mandatory compliance and reporting requirements.
2. Direct the creation of policies and procedures necessary for the operation of the Bank and implement all policies and procedures adopted by the Board of Directors and or required by the State of Rhode Island.
3. Assure compliance with all state and federal statutes, rules, and regulations.
4. Prepare agendas, attend, and supervise the recording of minutes at all Board of Directors meetings.

### ***Financial Management***

1. Manage the Bank's capital and earnings responsibly, so as to sustain its AAA rating.
2. Prepare annual operating budgets (and other long term financial plans) and present them to the Board.
3. Request and administer Capitalization Grants from the EPA and the State of Rhode Island.
4. Issue public debt, as required, to leverage capital and fund mission-based loans.
5. Lend responsibly to qualifying municipalities, school districts, and other agencies.
6. Manage the investment of the Bank's surplus cash to enhance returns while controlling duration and credit risk.
7. Manage internal controls over financial reporting for the Bank and its programs.

### ***Relationship Management***

1. Act as the bridge between the Bank and external partners, clients and agencies. Develop strong working relationships with external partners, clients, and agencies.
2. Promote and effectively communicate the Bank's programs and accomplishments.
3. Capably represent the Bank at official functions and meetings.

### Qualifications and Experience Profile

- Requires a Bachelor’s degree in Finance, Accounting, Economics or related field (advanced degree or certification strongly preferred).
- 10+ years of relevant professional experience or demonstrated high level of success related to finance, law, public administration, environmental sustainability, and/or related area in government or private sector.
- 8+ years of managerial experience or demonstrated ability to manage a diverse team at a government or non-profit organization or in managing a complex financial organization.

### Desired Skills

- Highly organized, self-starter with the ability to manage projects with limited oversight.
- Strong leadership, management, supervision, and interpersonal skills.
- Excellent verbal and written communications and oral presentation skills.
- Demonstrated ability to work collaboratively with diverse stakeholders.
- Strong strategic thinking skills.
- Ability to make effective decisions by analyzing information and considering priorities.
- Excellent analytical, problem solving, and evaluation skills.
- Demonstrated knowledge of public administration and corporate governance frameworks.
- Creates and fosters ideas that impel the agency towards a results-oriented direction.
- Demonstrated experience in managing a large number of projects through a team of direct reports in a cross-functional environment.
- Strong desktop computing skills including the full suite of Microsoft Office programs.

### Supervisory Responsibility

- Direct reports include the COO and Managing Director – Business and Program Development.
- Oversees the work of the Finance, Programs Operations and other support functions.

### 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 act 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.