



Executive Director

Mission Statement

The mission of the Rhode Island Health and Educational Building Corporation (“RIHEBC”) is to assist eligible borrowers to secure funding for capital projects, especially tax-exempt debt financing. Eligible borrowers include municipalities, public school districts, and public/private nonprofit educational and healthcare organizations. RIHEBC endeavors proactively to develop cost-effective, efficient, and user-friendly financing programs. RIHEBC provides borrowers access to high quality professional and technical resources, including staff expertise and assistance.

Corporation Activities

The Corporation issues debt and/or secures bank financing on behalf of non-profit educational and healthcare organizations to fund capital projects.

In addition, the Corporation issues debt on behalf of municipal and regional school districts to fund capital projects. The Corporation also administers elements of state programs to support school construction.

Finally, the Corporation is broadly empowered to support the health and educational needs of Rhode Island’s citizens. Correspondingly, the Corporation sponsors a grant program open to all eligible borrowers. Furthermore, there is opportunity to innovatively expand the Corporation’s programs so as to better serve the state.

Position Scope

The Executive Director is responsible for the day-to-day operations of the Corporation, achieving its objectives as defined in enabling legislation, in the Mission Statement and in directions from the Board.

The Executive Director also represents the Corporation in interactions with private, non-profit and public borrowers; with their financial advisers, lawyers, and investment bankers; with related public state and federal governmental agencies; with members and committees of the state legislature; and with the Governor, General Treasurer, their staffs and appointees, and other elected officials.

The Executive Director is responsible for ensuring compliance with all applicable laws and regulations. This role ensures that the Board receives all information necessary to function properly and make informed decisions on all policies and programs.

Position Responsibilities

Board Governance: The Executive Director works with the Board in order to fulfill the organization’s mission.

- a. Responsible for leading RIHEBC in a manner that supports and guides relevant constituents in a cooperative effort to advance the organization’s mission
- b. Responsible for communicating effectively and providing, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions

Organization Mission and Strategy: The Executive Director works with the Board and staff to ensure that the mission is fulfilled through programs and strategic planning.

- a. Responsible for the implementation of RIHEBC’s financing programs that carry out the organization’s mission
- b. Responsible for strategic planning to ensure that RIHEBC can successfully fulfill its goals and objectives in future years
- c. Responsible for reviewing and enhancing existing policies, recommending for Board approval both changes to existing policies and adoption of new policies as required to ensure effective operations.

Organization Operations: The Executive Director utilizes all appropriate resources required to administer the financing programs of the organization.

- a. Responsible for maintaining the efficient and effective day-to-day operation of RIHEBC
- b. Responsible for the management and retention of competent, qualified staff
- c. Responsible for the authorized execution of all legal documents, notes, agreements, and other instruments made by, and on behalf of, the organization

Candidate Qualifications

Attribute	Application
Process Management	Faced with an approved financing, can you manage it from proposal to closing? Faced with a new program, can you develop a sound process?
Financial Management	Can you prepare/analyze a budget, prepare related reports and decide on related management actions?
People Management and Collaboration	Given a new policy, can you advance it successfully while navigating conflicting interests among various constituents?

Critical Thinking	Presented a proposed financing, can you readily assess whether it makes sense?
Attention to Detail	Working on a debt financing, will you carefully read the bond documents?
Vision	Can you imagine innovative programs to enhance the health and education of the citizens of Rhode Island?
Initiative	Given an objective, can you achieve it without close direction? Given an operating model, do you think instinctively that you can improve it?
Written and Verbal Communication	To defend your budget, can you testify before a Senate committee in simple, grammatically correct, declarative sentences that communicate clearly?
Honesty, Integrity and Transparency	When you make a mistake, can you freely admit to it and fix it? Do you report problems or hide them?

Preferred Candidate Education and Work Experience

- Education: Bachelor’s Degree, advanced degree is desirable
- Work experience:
 - Experience in debt financing, structured debt and public financing
 - Experience in the private, public or non-profit sector, with demonstrated results meeting or exceeding performance expectations within stipulated deadlines
 - 5+ years successful experience in organizational management, including project management and process improvement

***** Please note that this position is being handled by an external Executive Search firm - Please do not contact RIHEBC directly *****

**For additional details about this opportunity, kindly submit resume to:
RIHEBC@newfoundassociates.com**