

**THE
UNIVERSITY
OF RHODE ISLAND
BUSINESS
ENGAGEMENT
CENTER**

THINK BIG  WE DO™



RELATIONSHIP MANAGER THE UNIVERSITY OF RHODE ISLAND BUSINESS ENGAGEMENT CENTER

The University of Rhode Island's Business Engagement Center provides a wide variety of services to enhance the relationships between the business community and the University. These services provide a "one-stop shopping" approach for companies to ensure rapid, effective connections to people and resources at URI.

OVERVIEW:

The Relationship Manager will serve as the primary interface between a set of assigned business entities (primarily in the defense and marine trades industry) and the University, providing outreach to support: research partnerships; start-up business opportunities; access to research centers, institutes and programs; facilitation of student hiring and internships; connections to faculty expertise, facilities and equipment, professional training, advisory board opportunities, networking events and other University activities and programs which respond to corporate needs and interests. This position will report to the Executive Director of the Business Engagement Center.

RESPONSIBILITIES:

- Serve as the University's primary points of contact for corporate inquiries and requests from both external and internal constituents.
- Manage a portfolio of corporate relations.
- Schedule and host corporate visits to campus.
- Assist in preparing grant applications, proposals, status reports and financial statements.
- Assist in developing marketing initiatives and stewardship programs.
- Serve as liaison to certain University schools, colleges and institutes.
- Serve as liaison to certain "community" organizations (economic development, business, chamber, and support organizations).

QUALIFICATIONS:

Candidate must have excellent communication and writing skills; customer service, sales and/or marketing experience; ability to set priorities; ability to interact effectively with a wide variety of people; ability to act effectively both independently and as a member of a team; and, flexibility to meet changing priorities. Good judgment, maturity, personal integrity, strong interpersonal skills, accuracy and attention to detail required. Thorough knowledge of Microsoft Office, email products, and Web browsers required.

EDUCATION/EXPERIENCE:

A bachelor's degree is required (advanced degree preferred), with 3-5 years' experience, preferably with a knowledge of the defense and marine trades industries. The highest degree of professionalism and discretion in dealing with the business community and potentially sensitive matters of confidentiality is required.

APPLICATIONS:

Forward letter of interest and resume to:

URI Foundation
Gerri Beagle, HR Manager
79 Upper College Road
Kingston, RI 02881
GBeagle@foundation.uri.edu

Applications will be accepted until the position is filled, with interviews beginning in February.