



Job Title: Executive Director

Department: Administration

FLSA: Exempt

Reports To: Board of Directors

Job Summary:

The Executive Director is appointed by the Board of Directors and provides strategic leadership and oversight for all day-to-day operations ensuring that RISLA achieves its objectives and mission. The Executive Director must work closely with the RISLA Board of Directors, colleges and universities, and federal and state officials to ensure that the organization is fulfilling its mission and serving its constituents effectively. Consistent with the Authority's statute, the Executive Director is responsible for designing, implementing, and improving a system of financial aid and counseling. This system is designed to make post-secondary education more affordable and accessible for Rhode Island residents and students attending schools within the state.

SKILLS/EDUCATION:

- Bachelor's degree required, Master's preferred
- Minimum of ten years of executive or financial management experience applicable to the nature of RISLA's operation

JOB RESPONSIBILITIES:

Management & Program Oversight

- Oversees executive and management team functions by serving as the supervisor to the Deputy Director, Chief Financial Officer, Director of School Relations, Director of College Planning Center, Director of Technology & Cybersecurity
- Communicates with the Board of Directors providing recommendations and analysis for policy decisions
- Reviews and recommends annual budget in collaboration with CFO for Board approval
- Reviews and approves marketing plans and strategies for RISLA's programs
- Oversees and monitors timely and effective loan program performance
- Provides direction and management assistance to RISLA's College Planning Center

Strategic Planning

- Develops priorities, goals and strategies that are responsive to legal, regulatory, and financial market changes
- Leads team to establish and implement programs that increase access and affordability to post-secondary education for students and families
- Initiates innovative tools, technologies and pilot programs consistent with RISLA mission



Collaboration & Communication

- Builds and fosters relationships with officials at institutions of higher education to assure RISLA's programs meets the needs of students and schools
- Communicates with investment bankers, credit providers, rating agency, bond counsel and trustees on annual bond deal structures ensuring Deputy Director and CFO timely meet financial documentation requirements
- Serves as primary external spokesperson for RISLA, which includes generating media coverage of programs and actively participating in community and industry outreach efforts
- Responds to and collaborates with State and federal executive and legislative officials and agencies on all higher education matters impacting RISLA to ensure appropriate advocacy for RI students and families