



## **JOB DESCRIPTION**

**Job Title:** President & CEO  
**Department:** Executive  
**Reports To:** Board of Directors

**SUMMARY:** The President & CEO is accountable to the Board for carrying out his duties and possesses a demonstrated track record in interacting with a policy board. Plans, coordinates, directs and is responsible for all activities associated with the operation of the airport and related economic development activities. The President & CEO is an at will employee serving at the will of the Board of Directors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other related duties may be assigned.

- In cooperation with the Board of Directors, government officials, airline representatives and others, plans, coordinates, directs and is responsible for all activities at six airports which includes one Part 139 medium hub and five general aviation airports.
- Oversees a \$51.2 million operating budget, capital improvements totaling several million dollars per year and 200+ employees/contractors at the six airport system.
- Meets regularly with the airlines to attract/maintain air service necessary to meet the needs of the region.
- Conveys and executes the vision for the airport, with the approval of the Board.
- Contributes to airport growth by regularly meeting with various air carriers to attract and maintain air service to the needs of the region.
- Develop short and long-range plans and strategies to improve and/or expand airport facilities, to attract passengers and increase utilization of airport facilities, commercial flights and general aviation services; and to attract and retain tenants in order to maximize airport utilization and development.
- Interact positively, collaboratively, and effectively with elected officials, local business leaders, other department directors, managers, local, state and federal agency representatives, media representatives, passengers and members of the public.
- Manage and develop the InterLink transportation hub, which brings together MBTA commuter trains, daily commuter parking, intercity bus service and rental car operations.
- Oversees the runway expansion process.

### **SUPERVISORY RESPONSIBILITIES:**

- All Vice Presidents and Directors of the corporation report to the President & CEO.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION/EXPERIENCE:**

- Minimum of ten (10) years of *senior* management experience, be currently employed as an airport executive, and have at least five (5) years at the number one and/or number two position at a commercial service airport.

- Demonstrated extensive and varied airport administration experience with strong leadership skills having an emphasis on strategic planning, large-scale capital improvement projects, financial management, lease negotiations and community relations.
- Track record in an organization with diverse employees and a background in labor and employee relations. Experience in a unionized work environment is very desirable.
- At a minimum, a Bachelor's degree in Airport Management, Business Administration or related field. An MBA is very desirable as is A.A.E. accreditation.
- Additional substantially equivalent experience could be substituted for the requirements stated herein at the discretion of RIAC.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travel to other airports.
- Walking around airport properties.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Predominately a climate controlled office environment. Some exposure to dust and noise on the airfield.

**Job Title:** Executive Vice President, Operations and Public Safety  
**Department:** Operations  
**Reports To:** President & CEO

**Summary:** Responsible for the planning, leading, organizing, staffing and communicating as well as oversight of the management of the Airport Operations, Law Enforcement, Security and ARFF. Ensure the safety and security of all the employees and users of the airport; ensure compliance with CFR Part 139 and PVD's Airport Certification Manual (ACM), and CFR 1542 and PVD's Airport Security Program (ASP). Respond to emergency situations as necessary and coordinate associated activities for the airport. The position is also responsible for media and public relations alongside the Executive Vice President of Business Development. Represents RIAC in external meetings. The incumbent also assists HR, Legal, Air Service, and Maintenance departments with their operations.

**Essential Duties and Responsibilities:** include the following. Other related duties may be assigned:

- Establishes and executes administrative policies and procedures and operational practices to ensure efficiency of assigned programs and personnel including credentialing, dispatch, firefighting service, law enforcement response, etc.
- Works closely with governmental agencies to ensure compliance with regulations including those for certification and security.
- Ensures the development of emergency preparedness plans and ensures necessary training is maintained and employees and agencies work collectively to mitigate risk and manage incidents. Provides logistical support and guidance for all departments during an emergency.
- Coordinates and works on security related/TSA related issues. This includes any new requirements, writing amendments to the airport security program, resolving security related incidents or concerns, putting together procedures to ensure compliance including those needed during construction. Coordinating and communicating security related issues to tenants/airlines. Respond to new Security Directives and threats to Civil Aviation.
- Develops and implements a comprehensive, strategic asset management plan for the preventative maintenance, repair, and replacement of RIAC owned assets including building fixtures and equipment. Develops and submits timely accurate operational budgets and manages operations to ensure prudent financial responsibility.
- Evaluates and recommends capital improvement projects relative to asset preservation and enhancements. Achieves desired internal financial benchmarks for each asset within the portfolio. Assists in new acquisitions and development by providing insight, cost benefit and life cycle analysis, and human resource plan.
- Identifies, evaluates, qualifies and implements business partner & vendor relationships, including negotiating and managing service level agreements and performance.
- Responds to the airport, or keeps abreast of emergency situations as they arise.
- Is a partner in developing strategic plans for the organization based on RIAC's priorities and objectives and champions the communication to internal and external stakeholders.
- Determines strategic initiatives, goals and objectives within the department. Leads the

performance of the department as it correlates with the Corporation's Strategic Business Plan and the associated key performance indicators. Develops and implements strategies for optimizing performance with the goal of meeting or exceeding the established business performance benchmarks.

- Serve as a member of the overall RIAC leadership team and, through that, contribute to the broad strategic direction of the enterprise. As a member of the leadership team, contribute to the formulation of the Corporation's strategic plan and other long-range operational, route service, facilities and resource plans consistent with the Corporations vision and values.
- Maintains positive relationships with the Corporation and effectively assists with preparing and presenting Board reports and information pieces.
- The position is also responsible for media and public relations alongside the Executive Vice President of Business Development.
- The incumbent assists HR, Legal, Air Service, and Maintenance departments with their operations.

**Supervisory Responsibilities:** Provides leadership to develop a cohesive work team. Creates a positive and collaborative work environment. Coaches, counsels and challenges employees regarding performance expectations of their position, including completing evaluations on a timely basis. Champions continuous improvement and provides development opportunities to staff for growth and improved performance. This position directly supervises: Vice President of Public Safety. This position ultimately oversees all of the activities of these departments.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of 49 CFR Parts 1542, 1544 and 14 CFR Part 139 necessary.
- Knowledge of applicable standards as they apply to Airport Fire Protection.
- Experience and knowledge of the National Incident Management System (NIMS) and the Incident Command System (IS-700, ICS-100, ICS-200, ICS-300, ICS-400 and IS-800).
- Ability to be certified to serve as the Airport Security Coordinator if needed.
- Possess a valid MV Operator's License issued by any state and be insurable as a condition of continued employment.
- Must work well and think clearly under high stress conditions.
- Experience in direct management of collective bargaining units strongly preferred.
- Must pass a TSA-required background check and maintain security clearance as a condition of continued employment.
- Must have excellent written and oral communication skills.

**Education/Experience:**

- Bachelor's degree in aviation/aeronautical/business or related field.
- Should have ten (10) years of progressive airport management experience, five (5) years senior level airport management experience at a CFR Part 139-certificated airport.
- Masters' in business management or public administration preferred.

- Union experience required.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- May need to stay awake for extended hours during emergency situations.
- Ability to drive and walk around the airfield.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Sometimes in inclement weather when responding to emergencies, loud noise, air quality outside.

- Mainly a climate controlled office environment.
- Exposed to the elements when visiting airport properties.

**Job Title:** Executive Vice President, Business Development & IT  
**Department:** Commercial Programs  
**Reports To:** President & CEO

**SUMMARY:** Responsible for driving strategic growth initiatives, identifying new revenue opportunities, and enhancing the airports' commercial partnerships. This role focuses on strengthening airline and tenant relationships, cultivating non-aeronautical revenue streams, and fostering innovation in airport business strategy. The EVP will work collaboratively with executive leadership, government agencies, and private sector partners to ensure long-term growth, sustainability, and competitive positioning of the airport in the aviation market. This position also oversees the operations and maintenance at the general aviation airports. The EVP also oversees the marketing and customer service departments. The position is also responsible for media and public relations alongside the Executive Vice President of Operations & Public Safety. Represents RIAC in external meetings. The incumbent also assists Infrastructure and Finance departments with their operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned:

- Leads the development and execution of long-term strategic business plans focused on revenue growth and market expansion.
- Identifies and pursues new air service routes and airline partnerships to enhance the airport's connectivity and competitiveness.
- Serves as the primary liaison to airline partners, commercial tenants, and concessionaires.
- Negotiates and manages high-value agreements with airlines, FBOs, cargo operators, retail, food & beverage, and service providers.
- Drives initiatives to increase non-aeronautical revenue through property development, advertising, parking, and other commercial activities.
- Evaluates and pursues public-private partnerships and real estate development opportunities on and around airport property.
- Monitors industry trends, competitor activity, and economic indicators to inform business strategy.
- Uses data and market research to evaluate the feasibility and ROI of proposed projects or services.
- Oversees a high-performing business development team, fostering a culture of collaboration, accountability, and innovation.
- Leads the airport's customer service function to ensure optimal experiences for passengers.
- Leads the airport's marketing efforts to promote business growth and brand awareness.
- Partners closely with internal departments including operations, finance, legal, and planning to align business goals.
- Represents the airport in public forums, conferences, and industry events.
- Builds and maintains relationships with key stakeholders, including airlines, developers, local businesses, chambers of commerce, and governmental entities.
- Leads and oversees RIAC's information technology function to ensure exceptional operations and security while balancing financial stewardship.
- Develops strategies and coordinates with internal parties and external consultants on public relations and legislative efforts.
- Is a partner in developing strategic plans for the organization based on RIAC's priorities and objectives and champions the communication to internal and external stakeholders. Also participates in corporate policy development.
- Determines strategic initiatives, goals and objectives within the department. Leads the performance of the department as it correlates with the Corporation's Strategic Business Plan and the associated key performance indicators. Develops and implements strategies for

optimizing performance with the goal of meeting or exceeding the established business performance benchmarks.

- Maintains positive relationships with the Corporation and effectively assists with preparing and presenting Board reports and information pieces.
- The position is also responsible for media and public relations alongside the Executive Vice President of Operations & Public Safety. Represents RIAC in external meetings.
- The incumbent assists Infrastructure and Finance departments with their operations.

**SUPERVISORY RESPONSIBILITIES:** Provides leadership to develop a cohesive work team. Creates a positive and collaborative work environment. Coaches, counsels and challenges employees regarding performance expectations of their position, including completing evaluations on a timely basis. Champions continuous improvement and provides development opportunities to staff for growth and improved performance. This position directly supervises the Assistant Vice President of Property and Business Development, Vice President and Chief Information Officer, Vice President of Customer Service, Assistant Vice President of Marketing, Assistant Vice President of Business Development and General Aviation, and the Director of General Aviation.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong attention to detail and strong analytical skills.
- Excellent interpersonal skills including conflict resolution and relationship building skills.
- Excellent oral and written communication skills.
- Well-organized with proven ability to effectively manage multiple projects.
- Ability to operate in an extremely fast-paced environment with frequently changing priorities.
- Results-oriented with a track record of success in delivering on business objectives.
- Ability to navigate high stress situations.
- Must maintain TSA security clearance as a condition of continued employment.
- Must maintain an active driver's license and remain insurable.

**EDUCATION/EXPERIENCE:**

- Bachelor's degree required in finance, business, airport/aviation management or related field required
- Minimum of five years of professional experience in property management, business development, contract management, or related field at a commercial airport

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged sitting and viewing a computer monitor, utilizing a computer keyboard.
- Ability to drive and walk around the airport properties.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Climate controlled office environment.
- Exposed to the elements when visiting airport properties.



**Job Title:** Sr. Vice President, Infrastructure  
**Department:** Infrastructure  
**Reports To:** President & CEO

**SUMMARY:** Responsible for the planning and development of all aspects of infrastructure for Rhode Island T.F. Green International Airport as well as the five (5) General Aviation airports in Rhode Island. Oversight for the corporation's Engineering and Planning. The position leads multidisciplinary teams, collaborates with internal and external stakeholders, and ensures compliance with local, state, and federal regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other related duties may be assigned:

- Lead teams in the development of airport master plans, airport system plans, noise programs, Part 150 and other airport planning and development studies.
- Analyze airport infrastructure and develop future development alternatives/scenarios that allow each airport to fulfil its current and future role within the Rhode Island and New England aviation systems.
- Prepare and update RIAC's capital program for all six (6) airports in the Rhode Island system, in a manner that supports the policies and strategic direction set by the President & CEO.
- Direct and manage specific capital improvement program projects within the overall program. Ensure that capital projects are properly identified, justified, and programmed, adequately funded, and appropriately delivered through design, construction, and into operation.
- Advance the capital program in a timely manner, achieving key milestones and setting in place future deliverables.
- Assure on-time, under-budget completion of key projects that are critical to the realization of the RIAC strategic plan.
- Provide overall management of RIAC's capital improvement program through direct supervision of assigned staff managing capital projects, to include the Disadvantaged Business Enterprise (DBE) Program.
- Coordinate with the Federal Aviation Administration, consultants, contractors, other departments and individuals in the planning and implementation of capital projects.
- Serves as the primary point of contact with the FAA for airport development-related matters.
- Is a partner in developing strategic plans for the organization based on RIAC's priorities and objectives and champions the communication to internal and external stakeholders.
- Determines strategic initiatives, goals and objectives within the department. Leads the performance of the department as it correlates with the Corporation's Strategic Business Plan and the associated key performance indicators. Develops and implements strategies for optimizing performance with the goal of meeting or exceeding the established business performance benchmarks.
- Serve as a member of the overall RIAC leadership team and, through that, contribute to the broad strategic direction of the enterprise. As a member of the leadership team, contribute to the formulation of the Corporation's strategic plan and other long-range operational, route service, facilities and resource plans consistent with the Corporation's vision and values.
- Maintains positive relationships with the Corporation and effectively assists with preparing and presenting Board reports and information pieces.

**SUPERVISORY RESPONSIBILITIES:** Provides leadership to develop a cohesive work team. Creates a positive and collaborative work environment. Coaches, counsels and challenges employees regarding performance expectations of their position, including completing evaluations on a timely basis. Champions continuous improvement and provides development opportunities to staff for growth and improved performance. This position will supervise and coach the departmental employees of Engineering and

Planning departments. This position directly supervises the Vice President, Infrastructure.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Senior level management responsibility.
- Ability to plan and manage multiple projects.
- Excellent written and verbal communication skills; ability to present projects to the public.
- Budgeting skills.
- Proven success in strategic planning, budgeting, and stakeholder management.
- Knowledge of FAA regulations, airport design standards, and environmental compliance.
- Exceptional communication, negotiation, and leadership skills.
- Ability to pass the required TSA background investigation and maintain as a condition of employment.

**EDUCATION/EXPERIENCE:**

- Bachelor's degree in engineering, or related field.
- 8+ years of senior leadership experience managing large, complex teams and multi-million-dollar capital programs.
- Ideally, a graduate degree in a related field preferred.
- A.A.E. accreditation preferred.
- Professional Engineer (PE) preferred.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged sitting and viewing a computer monitor, utilizing a computer keyboard.
- Ability to drive and walk around the airport properties.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Climate controlled office environment.
- Exposed to the elements when visiting airport properties.

**Job Title:** Senior Vice President, Maintenance  
**Department:** Maintenance  
**Reports To:** President & CEO

**Summary:** Responsible for the planning, leading, organizing, staffing and overall management of the RIAC Maintenance departments which include Airfield Maintenance, Automotive/Equipment Maintenance, Facilities Maintenance and Environmental Services.

**Essential Duties and Responsibilities:**

- Provides leadership and direction to a diverse team of RIAC staff, including airside and terminal operations managers, supervisors, and frontline employees, ensuring cohesive teamwork and safe and efficient operations.
- Fosters competencies, accountability, development, diversity, inclusion, empowerment, and learning within the team. Recognizes and rewards achievements, provides ongoing feedback and coaching, and completes corrective actions
- Oversees all vendors and oversees consulting services related to Maintenance Department.
- Develops and executes departmental strategic plans aligned with organizational goals and objectives. Ensures compliance with aviation mandates and standards in airside and terminal operations, safety, and customer relations programs to maintain a safe and secure airport environment.
- Develops and manages budgets for airside, equipment/automotive and terminal maintenance. Ensures efficient use of resources while maintaining high standards of service and safety. Formulates and communicates goals, objectives, and budget processes to align with organizational strategies and performance metrics.
- Collaborates with airlines, government agencies, vendors, and other stakeholders to optimize airport operations and enhance the passenger experience. Advises executives and others on projects and issues. Represents the organization in public-facing presentations and engagements, formulates and communicates goals, objectives, budgets, and processes. Keeps current on industry and regulatory trends.
- Advocates for a customer-centric approach, ensuring a positive experience for passengers, airlines, and other airport users, including oversight of the Airport Ambassador volunteer program. Engages with the public to gather feedback and address concerns, fostering a positive public image and building trust with the community.
- Evaluates and recommends capital improvement projects relative to asset preservation and enhancements. Achieves desired internal financial benchmarks for each asset within the portfolio. Assists in new acquisitions and development by providing insight, cost benefit and life cycle analysis, and human resource plan.
- Helps identify capital improvement opportunities to enhance operational efficiency and elevate customer service standards, stays current on industry and regulatory trends to inform technological advancements.
- Ensure airport's successful passage of necessary testing and inspections by applicable outside agencies.
- Is a partner in developing strategic plans for the organization based on RIAC's priorities and objectives and champions the communication to internal and external stakeholders.

- Determines strategic initiatives, goals and objectives within the department. Leads the performance of the department as it correlates with the Corporation's Strategic Business Plan and the associated key performance indicators. Develops and implements strategies for optimizing performance with the goal of meeting or exceeding the established business performance benchmarks.
- Serve as a member of the overall RIAC leadership team and, through that, contribute to the broad strategic direction of the enterprise. As a member of the leadership team, contribute to the formulation of the Corporation's strategic plan and other long-range operational, route service, facilities and resource plans consistent with the Corporations vision and values.
- Maintains positive relationships with the Corporation and effectively assists with preparing and presenting Board reports and information pieces.
- Identifies, evaluates, qualifies and implements business partner & vendor relationships, including negotiating and managing service level agreements and performance.
- Perform other related duties as assigned.

**Supervisory Responsibilities:** Directly supervises the two Directors of Terminal & Landside Operations, Director of Facilities, Vice Presidents of Operations and Maintenance and environmental staff and consultants. Responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A thorough working knowledge and experience in 49 CFR Part 139 airport certification compliance.
- A thorough knowledge of snow removal techniques used in an airport environment.
- A thorough knowledge of methods of repair and maintenance activities, materials, and equipment used in maintenance of an airport.
- A working knowledge of the methods of maintenance and repair of equipment and machinery, including familiarity of newer and more sophisticated apparatus.
- Proficient computer skills including knowledge of Microsoft Office suite.
- Possess the ability to read and interpret blueprints, plans and specifications.
- Detail-oriented and organized.
- Excellent problem-solving ability.
- Ability to follow highly complex directions.
- Ability to remain calm in high stress situations.
- Must possess strong oral and written communication skills.
- Complete and pass a Transportation Security Administration/Federal Aviation Administration (TSA/FAA) 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) prior to being considered

for this position. This status must be maintained for the duration of employment at the airport.

- Must be available to call back in the event of an emergency and must be willing to work irregular hours.

**Education/Experience:**

- Bachelor's Degree in engineering, aviation management or related field required.
- Minimum of ten (10) years of progressive management experience at a commercial airport is required.
- Experience in direct management of collective bargaining units strongly preferred.
- Accredited Airport Executive (AAE) preferred.
- Active participation in airport trade organizations preferred.
- Experience with snow removal operations at airports preferred.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- May need to stay awake for extended hours during emergency situations.
- Ability to drive and walk around the entirety of the airports' facilities and airfields.
- Ability to sit at desk for long periods of time.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sometimes in inclement weather when responding to emergencies, loud noise, air quality outside.
- Mainly a climate controlled office environment.

*The Rhode Island Airport Corporation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Rhode Island Airport Corporation makes hiring decisions based solely on qualifications, merit, and business needs at the time.*

*This organization welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application process. The decision to grant a reasonable accommodation request will be made on a case-by-case basis.*

**Job Title:** Senior Vice President, Legal Affairs & Human Resources  
**Department:** Legal  
**Reports To:** President & CEO

**SUMMARY:** Senior Vice President is dedicated to ensuring that the business affairs of RIAC are carried out consistent with the requirements of a quasi-public corporation, promptly and in compliance with ethical standards, federal and state laws, and administrative regulations. Responsible for the development of long-term business and asset planning and execution strategy and assurance that human capital assets as well as physical assets are effectively identified, prioritized, planned, organized and executed. Ensures human resources services, programs, and policies are effectively and appropriately established and maintained. Represents the interests of RIAC in resolving disputes, claims or lawsuits against it, in a manner, which is both economical and consistent with the best business and ethical interests of the corporation. The position also oversees air service development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned:

- Acts as principal advisor to the President/CEO and staff on legal, long-term and short-term human capital matters, risk, initiatives, programs, practices, policies and issues.
- Provides counsel and support for legislative issues on a federal, state and local level that may have impact to RIAC as needed.
- Ensures legal and regulatory compliance of business transactions and operations.
- Responsible for legal affairs and is the first contact for any and all legal matters involving RIAC is responsible for all litigation. Intake, investigation, assessment, and management (for all departments);
- Oversight of human capital strategy and practices, procedures, policies, and initiatives including collective bargaining; retirement benefits; union grievances; employment law issues; recruitment, retention, training, development, performance management, etc.
- Work closely with other departments and stakeholders to identify, encourage, and promote airport development and balance compatible and responsible aviation and state economic development needs with local community concerns and environmentally fiscal stewardship.
- Champions diversity and inclusion initiatives, working to create a diverse workforce and an inclusive workplace culture.
- Maintains exceptionally high degrees of confidentiality and discretion in all matters related to this position.
- Develops strategies and coordinates with internal parties and external consultants on public relations and legislative efforts.
- Leads the air service development team and external consultants to ensure results related to RIAC's air service goals.
- Is a partner in developing strategic plans for the organization based on RIAC's priorities and objectives and champions the communication to internal and external stakeholders. Also participates in corporate policy development.
- Determines strategic initiatives, goals and objectives within the department. Leads the performance of the department as it correlates with the Corporation's Strategic Business Plan and the associated key performance indicators. Develops and implements strategies for optimizing performance with the goal of meeting or exceeding the established business performance benchmarks.
- Maintains positive relationships with the Corporation and effectively assists with preparing and presenting Board reports and information pieces.

**SUPERVISORY RESPONSIBILITIES:** Provides leadership to develop a cohesive work team. Creates a positive and collaborative work environment. Coaches, counsels and challenges employees regarding performance expectations of their position, including completing evaluations on a timely basis. Champions continuous improvement and provides development opportunities to staff for growth and improved performance. This position directly supervises the Legal Services Manager, Vice President of Human Resources, and Air Service Development staff. The positions also leads and supervises the work of outside legal counsel.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position must be able to handle challenging and complicated legal, political, and public relations issues.
- High level reasoning ability necessary.
- Extensive knowledge of state, federal and laws.
- Strategic thinking and problem-solving abilities.
- Strong attention to detail and strong analytical skills.
- Understanding of laws, rules and regulations governing human resources.
- Excellent interpersonal skills including conflict resolution and relationship building skills.
- Excellent oral and written communication skills.
- Well-organized with proven ability to effectively manage multiple projects.
- Ability to operate in an extremely fast-paced environment with frequently changing priorities.
- Results-oriented with a track record of success in delivering on business objectives.
- Ability to maintain exceptionally high degrees of confidentiality and discretion in all matters related to this position.
- Ability to navigate high stress situations.
- Must maintain TSA security clearance as a condition of continued employment.
- Must maintain an active driver's license and remain insurable.

**EDUCATION/EXPERIENCE:**

- Bachelor's degree required
- Juris doctorate from an accredited law school or Master's degree strongly preferred
- Attorney licensed to practice in the State of Rhode Island
- A minimum of ten (10) years' of experience leading a human resources department with union experience strongly preferred.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged sitting and viewing a computer monitor, utilizing a computer keyboard.
- Ability to drive and walk around the airport properties.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Climate controlled office environment.
- Exposed to the elements when visiting airport properties.



**Job Title:** Senior Vice President, Finance and Administration  
**Department:** Finance  
**Reports To:** President & CEO

**SUMMARY:** Responsible for overall fiscal strategy and administration of revenues and expenses and manages business operations and activities, establishes practices and procedures and embarks on business initiatives that ensures the long term financial health of RIAC. Ensures proactive and progressive financial and business practices and programs are developed and executed. Oversees functional disciplines of finance and accounting, business and budget administration, and procurement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other related duties may be assigned:

- Acts as a principle advisor to the President/CEO and staff on financial and business development matters, activities, initiatives, programs, policies and issues.
- Builds and fosters long-term working relationships with various organizations, including air carriers, business partners, rating agencies, tenants, operators, and all RIAC stakeholders.
- Assurance of responsible and effective fiscal administration including revenue management strategies and business development are one of the most integral components of the position. Presents and makes recommendations and advises on significant financial action or implications and policy issues to the President/CEO.
- Directs the development and delivery of revenue budgets and identifies and administers the financial aspects of capital projects to ensure proper development and preservation of assets.
- Establishes rates and charges program for RIAC and ensures financial forecasting, long term financial planning and annual operating and capital budgeting is achieved.
- Develops cash and investment management strategy and analyses cash flow operations for internal controls and revenue maximization while controlling fund disbursement for operating and capital expenses.
- Directs the procurement functions for the organization to optimize benefits while balancing financial stewardship and legal/regulatory compliance.
- Ensures compliance with internal and external audits of RIAC and compliance with all bond ordinances and regulatory requirements for procurement, grants, Passenger Facility Charges, and Customer Facility Charges.
- Is a partner in developing strategic plans for the organization based on RIAC's priorities and objectives and champions the communication to internal and external stakeholders.
- Determines strategic initiatives, goals and objectives within the department. Leads the performance of the department as it correlates with the Corporation's Strategic Business Plan and the associated key performance indicators. Develops and implements strategies for optimizing performance with the goal of meeting or exceeding the established business performance benchmarks.
- Serve as a member of the overall RIAC leadership team and, through that, contribute to the broad strategic direction of the enterprise. As a member of the leadership team, contribute to the formulation of the Corporation's strategic plan and other long-range operational, route service, facilities and resource plans consistent with the Corporation's vision and values.
- Maintains positive relationships with the Corporation and effectively assists with preparing and presenting Board reports and information pieces.

**SUPERVISORY RESPONSIBILITIES:** Provides leadership to develop a cohesive work team. Creates a positive and collaborative work environment. Coaches, counsels and challenges employees regarding performance expectations of their position, including completing evaluations on a timely basis. Champions continuous improvement and provides development opportunities to staff for growth and improved performance. This position directly supervises the Vice President of Finance and Accounting and the Vice President of Financial Administration.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop strategies and oversee execution of department.
- Exceptional writing skills and speaking ability.
- The application of technical knowledge to actual business reality requires creative and original thinking to achieve business objectives without sacrificing good internal controls and sound fiscal stewardship.
- Ability to develop and analyze planning and construction schedules and cash flows.
- Demonstrate strong analytical skills.
- Proficient in Microsoft Office Suite, including Excel, as well as a working knowledge of databases.
- Proficient in financial accounting software and preparation of financial statements.
- Knowledge of the FAA funding programs, including AIP and PFC required.
- Possess the ability to work with consultants, the FAA, permitting agencies, and other planning, engineering, architectural and environmental professionals.
- Ability to pass the required TSA background investigation and maintain as a condition of employment.

**EDUCATION/EXPERIENCE:**

- Bachelor's degree in accounting or finance.
- Must have 10 years of professional finance and accounting experience at a small, medium or a large hub airport with at least three of these years as the CFO or in the capacity of an Assistant CFO.
- Experience with GA airport finance and accounting is preferred.
- Certified Public Accountant is strongly preferred.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged sitting and viewing a computer monitor, utilizing a computer keyboard.
- Ability to drive and walk around the airport properties.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Climate controlled office environment.
- Exposed to the elements when visiting airport properties.