

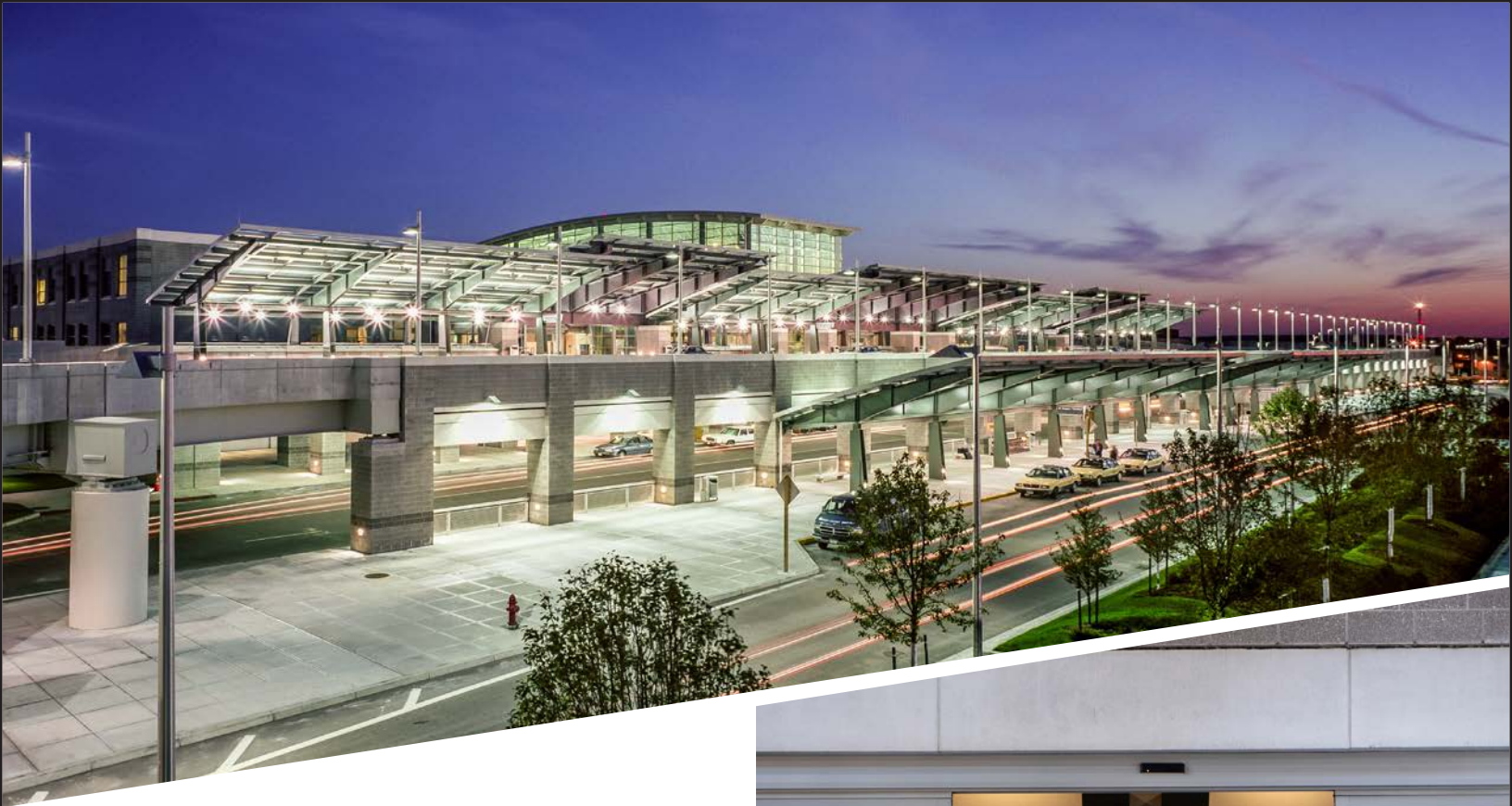


Rhode Island
Airport Corporation

The Rhode Island Airport Corporation invites applications for
Vice President, Financial Administration

Rhode Island T.F. Green International Airport (PVD)
Warwick, RI

EXECUTIVE SEARCH SERVICES PROVIDED BY ADK CONSULTING & EXECUTIVE SEARCH



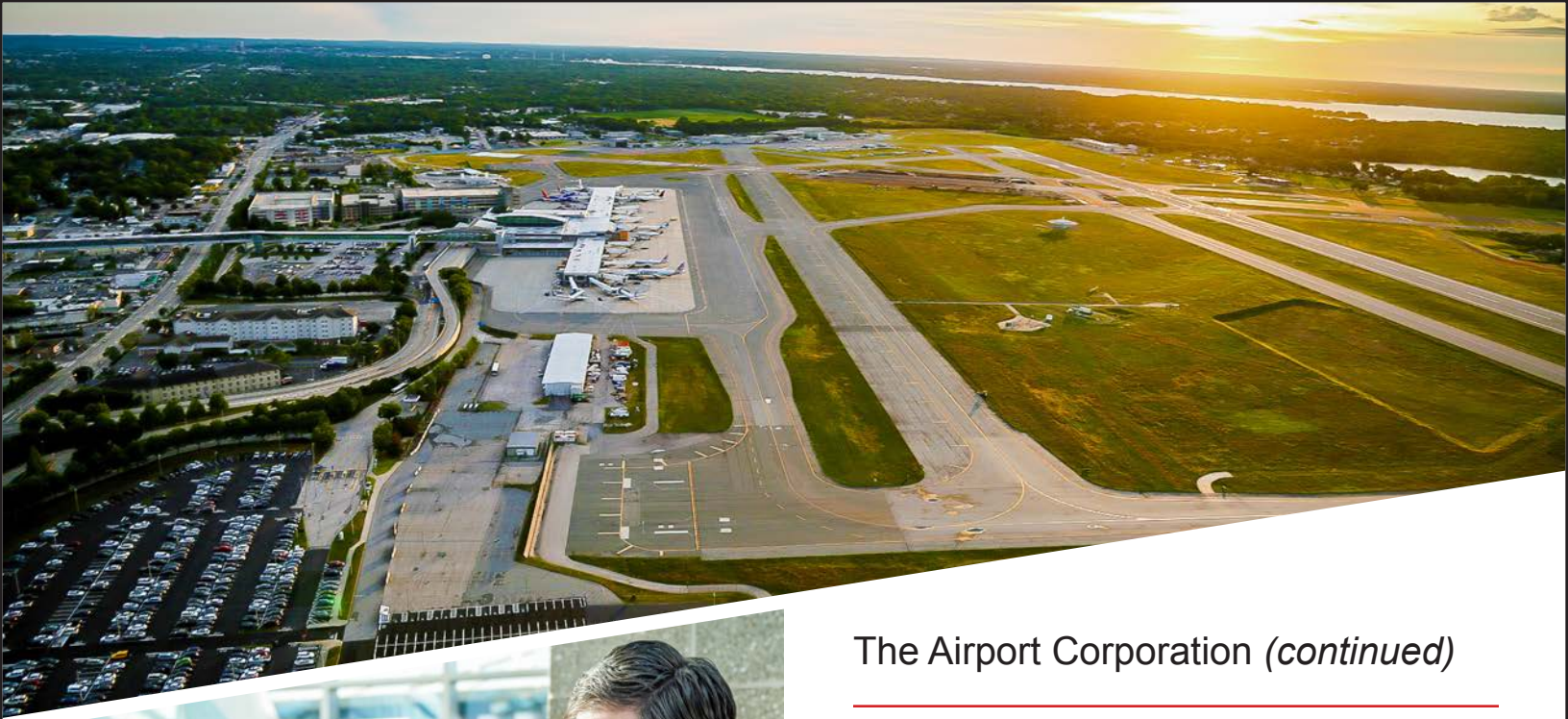
The Airport Corporation

The Rhode Island Airport Corporation was formed on December 9, 1992 as a semi-autonomous subsidiary of the then Rhode Island Port Authority, renamed the Rhode Island Commerce Corporation to operate and maintain the state's airport system. The powers of the corporation are vested in its seven-member board of directors, all of whom are appointed by the governor.

The Rhode Island Airport Corporation is responsible for the design, construction, operation and maintenance of the six state-owned airports; and the supervision of all civil airports, landing areas, navigation facilities, air schools and flying clubs.

Rhode Island T.F. Green International Airport (PVD), located in Warwick, is just 10 minutes from downtown Providence, Capital City of Rhode Island. The airport was named "4th Best Airport in the U.S." in Condé Nast Traveler's 2022 Readers' Choice Awards. PVD provides passengers with an array of transportation options via the InterLink, a hub connecting planes, trains, buses and cars to Providence, Boston and beyond. Its complement of airlines includes Allegiant Airlines, American Airlines, Delta Airlines, JetBlue, Southwest Airlines, Sun Country and United Airlines, with startup airline, Breeze Airways, recently announcing the selection of Rhode Island T.F. Green International Airport as one of only 16 debut network airports.





The Airport Corporation (*continued*)

In addition to Rhode Island T. F. Green International Airport, the Rhode Island Airport Corporation is responsible for five general aviation airports throughout the state: Block Island, Newport, North Central, Quonset and Westerly.

Block Island State Airport provides essential access to the offshore vacation retreat. Visitors from around the country are able to reach the island via New England Airlines which operates a small commercial passenger service between Westerly and Block Island.

North Central State Airport is located in Smithfield, close to several business/industrial parks, and serves corporate and recreational users within the Providence metropolitan area, while relieving general aviation activity from Rhode Island T. F. Green International Airport.

Quonset State Airport is a public use facility located on a peninsula that combines port, rail, road and air transportation facilities, and an extensive industrial park. It is home to both the Air and Army National Guard, who use the facility for training and aviation operations.

Newport State Airport is used by visitors, as well as local aviation enthusiasts and the Army National Guard. It serves the corporate community and visitors to the year-round festivals at Newport. The airport provides quick access for boat owners who harbor vessels in the nearby marinas.

Westerly State Airport fulfills several roles for the South County area, including corporate aviation service, extensive aircraft maintenance and repair and regularly scheduled air passenger service to Block Island.



The Community

Rhode Island has a population of 1.2 million people with Providence as the capital city. Providence is one of the **top 25 best places to live on the East Coast**, according to [U.S. News & World Report](#), thanks to its expanding job opportunities. Providence has a similar look and feel to other New England cities like Boston and New Haven, but it offers more affordable living.

It is home to Brown University and the Rhode Island School of Design, whose museum displays American art and silver. Nearby, 18th- and 19th-century homes line the streets of College Hill. Waterplace Park is the backdrop for the WaterFire art installation, which lights up the surrounding tidal basin most nights in the summer and for special events.

Rhode Island, the Ocean State, is loved for its many beaches, the historic city of Newport, famous for its Gilded Age mansions and cottages, and for the up-and-coming capital city of Providence, rich with culture and interesting dining. Visitors love the unspoiled Block Island, with its many beaches, stunning bluffs and cliffs and two historic lighthouses, which is easily reached by ferry from the fishing village of Point Judith. Other parts of the state are rich in history, farms, and beautiful outdoor getaways. And while it may be America's smallest state, with 400 miles of coastline and more than its fair share of the country's National Historic Landmarks, there is something for everybody. Because Rhode Island is so compact, base yourself in one location and within a week explore the entire state, you can easily see the state's key towns and cities and enjoy a sampling of its major attractions.

Warwick, home to the airport, offers so much to see and do in southern New England. Conveniently located in the heart of the Ocean State, Warwick provides easy access to all of the wonders of Southern New England. Warwick, which sits on gorgeous Narragansett Bay, is home to more boat slips, moorings, and marine services than any other community in the Ocean State and just minutes from the beaches of Newport and South County.



Rhode Island

T. F. Green International Airport





The Position

The Vice President, Financial Administration is responsible for four (4) primary areas: procurement, capital budget, DBE/ACDBE administration and risk management. As RIAC's chief purchasing official the position is responsible for ensuring materials, supplies, services and equipment are procured according to federal, state and local rules, regulations and laws. The Vice President prepares bid documents, advertises bids and requests for proposals, reviews and evaluates bid submittals and makes recommendations. They analyze, develop technical specifications and provide guidance and assistance to senior management. They are the primary contact between the Airport and suppliers, resolving issues and negotiating change orders with the RIAC project managers. They develop and submit the CIP and concession Disadvantaged Business Enterprise (DBE) annual plan and statistics to the FAA for approval. The Vice President ensures the inclusion of all business owners and operators. They analyze project budgets, funding, contract and payment status for Project Managers and finance staff. The Vice President develops and maintains the Master Project Schedule for planning, design and construction projects. They compile the annual CIP budget and the 5-year budget, including funding sources (i.e., bonding, commercial paper, grants and other creative funding sources) and project descriptions.

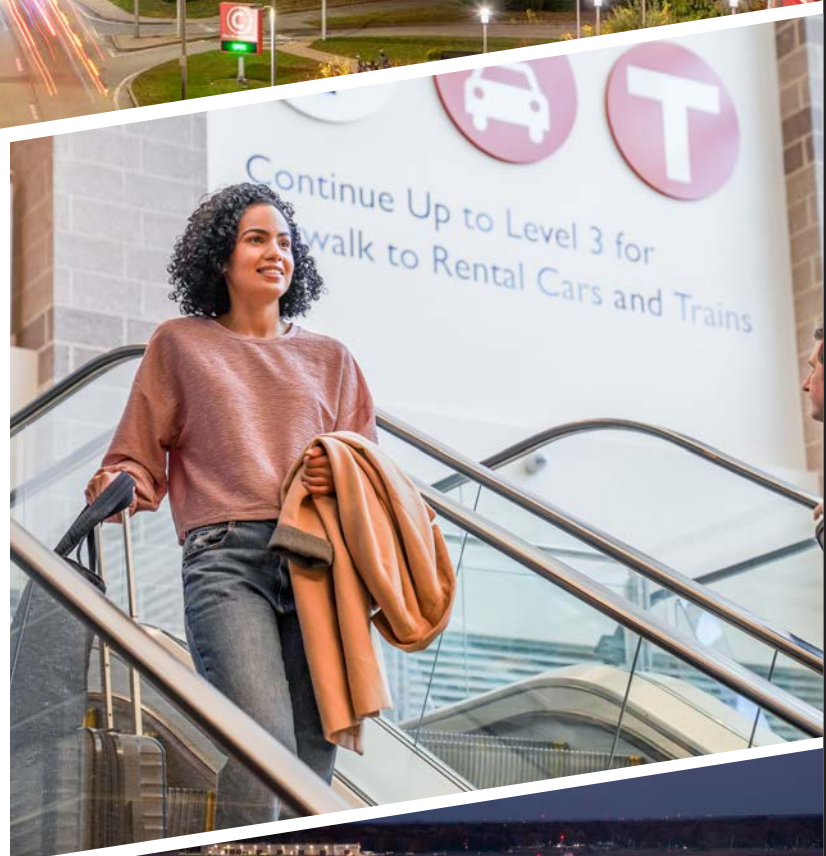
The Vice President manages the grant application process from project scope to monitoring scheduling and budget, to close out and ensures RIAC's federal grants are compliant with Grant Assurances. The Vice President also leads RIAC's risk management by acting as the primary liaison with RIAC's insurance broker. They work closely with RIAC's legal department in reporting and monitoring claims, as well as, ensuring insurance compliance with RIAC's vendors.



Preferred Experience and Education

- 4-year degree in Finance, Accounting, Business or a related field from an accredited college or university, a CPA and/or MBA is preferred;
- 3 years progressively responsible procurement experience;
- 5 years procurement experience at a commercial airport;
- Experience and proficiency in Microsoft Office Suite, including Excel;
- Working knowledge of database development and management;
- Strong demonstrated analytical skills, including planning, construction schedules and cash flows;
- Demonstrated communication skills, including writing and oral communication skills;
- Knowledge of FAA funding programs, including AIP and PFC programs;
- Ability to work with the FAA, consultants, permitting agencies, planning, engineering, architectural and environmental professionals; and
- Ability to pass and maintain security clearance as required by the US Department of Homeland Security.

For the full job description, [click here](#).





Salary and Compensation

The salary range for this position is \$140,000 - \$150,000 and is accompanied by a generous compensation and benefits package. Relocation assistance is available.

How to Apply

To apply online, [click here](#).

Deadline for applications: Open Until Filled

Contacts for this search are:

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ADK will review and process applications as they are received, and we highly encourage you to apply as soon as possible.

Please note: After your application is complete, you will receive an important email from us. Please check your inbox and your junk/spam folder, and if you have not received our email, please notify us at:

admin@adkexecutivesearch.com.

The Rhode Island Airport Corporation is an equal opportunity employer.

