



### Manager of Ethanol Trade Policy and Economics

Department: Ethanol and Economics	Reports to: Director of Global Ethanol Market Development
FLSA Status: Exempt	Supervisory responsibility: None
Approved by:	Budgetary responsibility: None

**Purpose of Position:** Assists in trade policy analysis and economic analysis of markets and policies as they relate to global ethanol and feed grain markets and USGC activities. Focus is on providing data-driven decision support to the director of global ethanol market development.

#### Responsibilities:

- 1) Under the direction of the Director of Global Ethanol Market Development, engage directly with U.S. Government and foreign government officials, industry stakeholders, and USGC global offices about trade policy developments to gather information, conduct analysis, and develop and execute approaches to addressing the market access issue.
- 2) Collect information and conduct time-sensitive economic analysis such as those offered by the USDA's Foreign Agricultural Service and the Economic Research Service, with a focus on translating that analysis into actionable information. Demonstrate proficiency in utilizing the aforementioned resources.
- 3) Using the analysis referenced above, regularly write short analysis pieces for publication in the Council's weekly publication, **Global Update**, and other publications and marketing materials, including graphs and tables.
- 4) As directed, carry out analysis independently and with external contractors that assesses the impact of foreign trade barriers as well as foreign trade agreements on U.S. ethanol and feed grains market access potential.
- 5) Continually review and propose new ethanol markets and uses prospects as a results of relevant policy changes, demand shifts, and other market indicators.

- 6) Provide necessary research and talking points for immediate ethanol trade policy developments and convey messages to internal and external stakeholders.
- 7) As directed, travel domestically and internationally both independently and with teams engaged in the Council's global market development programs.
- 8) Assist in membership servicing, including responding to informational requests from Council and program partner members, as assigned.
- 9) Perform other duties as assigned.

**Education and Experience Requirements:**

- 1) Bachelor's degree in Agricultural Economics, Resource Economics, Economics or Business Administration. Advanced degree is preferred.
- 2) Experience and/or coursework in international trade policy, agriculture policy, and economics strongly preferred.

**Skills, Knowledge and Abilities:**

- 1) Demonstrated expertise in managing multiple tasks, projects, and deadlines in a highly dynamic environment.
- 2) Strong interpersonal skills with ability to build and manage key internal and external relationships.
- 3) Keen sense of priorities; sees what needs to be done, assesses degree of urgency and importance, and translates into results.
- 4) Strong skills in using the Microsoft Office suite (Outlook, Word, Excel, Teams, and PowerPoint).
- 5) Excellent oral and written communication skills.
- 6) Strong team and collaboration skills.

*This job description may include most, but not all duties that fall under the position. It is not intended to contain all responsibilities, education or skills. From time to time this job description will change and employees will be asked to perform tasks outside of their area of responsibility.*

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