



**Manager of Global Ethanol Programs  
Job Description**

Department: Manager of Global Ethanol Programs	Reports to: Director of Global Ethanol Market Development
FLSA Status: Exempt	Supervisory responsibility: no
Approved by: Vice President and COO	Budgetary responsibility: no

**Purpose of position:** Manages development and implementation of ethanol strategies and programs, including Grains Council – RFA – Growth Energy, USDA partnership in ethanol export market development.

**Responsibilities:**

1. Develop strategy and budget program activities for DC based programs that complement market initiatives in line with the Unified Export Strategy (UES) and internal strategy, while ensuring budget and program compliance with USDA's Foreign Agricultural Service regulations and Council policies and procedures.
2. Collect and disseminate program and policy background information to program partners and Council overseas offices by developing and maintaining a global ethanol information and resource database, ensuring that global market development program information is accurate, consistent, and on message.
3. Manage all aspects of preparation for delegations traveling from and within the United States, including travel logistics, meeting itineraries, and preparation of briefing materials.
4. Maintain consultant database, and work with Ethanol staff to recruit and manage US and non-US consultants for foreign assignments in consultation with program partners and complete all necessary arrangements, including contracting to assure that objectives of consultant travel are met.
5. As necessary, travel domestically and internationally with teams and consultants engaged in the Council's foreign market development programs.
6. Coordinate all consultant and team preparation with appropriate program partners and maintain records of all market development programs and projects.
7. Assist in membership servicing, including responding to informational requests from Council and program partner members.
8. Perform other duties as assigned.



**Education and Experience Requirements:**

1. Bachelor's degree in Marketing, Business or Ag. Science preferred.
2. Experience in project management strongly preferred.

**Skills, Knowledge and Abilities:**

1. Demonstrated expertise in managing multiple tasks, projects, and deadlines in a highly dynamic environment.
2. Keen sense of priorities; sees what needs to be done, assesses degree of urgency and importance, and translates into results.
3. Excellent oral and written communication skills.
4. Strong team and collaboration skills.
5. Technically competent with Microsoft Office suite including spreadsheets, databases and presentation software.

I acknowledge receipt of and understanding of this job description.

Employee Signature: \_\_\_\_\_

*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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