



Job Description

MANAGER OF INDUSTRY RELATIONS

Department: Industry Relations	Reports to: Dir. of Industry Relations
FLSA Status: Exempt	Supervisory responsibility: n/a
Approved by: Dir. of Industry Relations	Budgetary responsibility: n/a

Purpose of position:

Responsible for the Council's membership accounts, deliverables, billing and membership (iMIS) database. Responsible for working with Meeting Manager on core meeting management services.

Responsibilities:

1) Membership management

- a. Manage the membership database (iMIS). Maintain a consistently and frequently updated calendar of member deliverables and requirements (funding presentations, events, reporting, etc.)
- b. Maintain accurate iMIS database records and envision, optimize and lead the organizational utilization of iMIS to solve communication and membership services issues.
- c. Coordinate with the Director of Industry Relations in the areas of member recruitment, engagement and retention.
- d. Manage the preparation of monthly invoices for members and prepare yearly contracts for checkoff organizations.
- e. Review dues invoices and checkoff board contracts. Report outstanding dues and contracts to appropriate staff and maintain member funding history.
- f. Develop and maintain positive rapport and regular working relationships with members.

2) Meeting Management

- a. Serve as secondary contract and logistics coordinator and planner for Council membership meetings and conferences.

- b. Work with Meeting Manager to create and manage the meeting registration process, payments, invoicing and other associated meeting details.

3) Other duties may be assigned to meet business needs.

Education/Experience Required:

1. Four-year college or business school degree.
2. Three to five years professional office experience, preferably involving database administration, accounting and financial record keeping, member services and association background.

Skills, Knowledge and Abilities:

1. Strong organization and communications skills, both written and oral, and detail-oriented approach to tasks.
2. Proficient in MS office.
3. Preference given to candidates with iMIS database and Crystal Reports experience.
4. Strong people skills required. Ability to develop and maintain positive, cooperative relationships with staff and members.
5. Public speaking and supervisory experience preferred.
6. Occasional travel required.

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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Revision Date: 8/4/2021