Job Description
Manager of Trade Policy

Department: Trade Policy
Reports to: Director of Trade Policy
FLSA Status: Exempt
Supervisory responsibility: None
Approved by: Vice President
Budgetary responsibility: Trade Policy

Purpose of position:

Develop and implement USGC programs focused on trade policy and various market access issues including biotechnology, gene editing and maximum residue levels. Assist overseas offices with appropriate resources to support regional/country trade policy and market access initiatives.

Responsibilities:

1. Work with the director of trade policy to develop and implement creative and effective worldwide initiatives to advance trade policy and market access initiatives to reduce barriers affecting the export of biotechnology coarse grains and co-products.
2. Develop and maintain contacts with international trade policy interest groups and U.S. government representatives to stay up to date on trade developments around the world.
3. Work in close association with USGC global programs and USGC global strategies staff to ensure two-way communication of information with Council overseas staff and stakeholders on all trade policy and market access issues.
4. Work with overseas directors to respond to existing and emerging market access constraints and, if needed, manage the implementation of the strategies.
5. Develop and implement Biotechnology Global Broad-based Initiatives (GBIs) on behalf of and/or in conjunction with other MAP and FMD cooperators.
6. Work with director of trade policy, and other directors as needed, on issues related to pesticide maximum residue levels, including management of consultants.
7. Serve as the USGC representative to various coalitions that focus on market access issues – including, but not limited to organizations that provide policy forums to advance technology through dialogue and negotiations with national and international governments.
8. Manage trade policy and market access focused teams, missions, and symposiums with overseas directors.
9. Manage relevant consultant contracts for the Council.
10. Ensure program compliance with USGC and USDA policies and procedures.
11. Other duties may be assigned as needed.

Education/Experience Required:
1. Bachelor of Science degree in fields of plant science, economics, agriculture and/or international policy.
2. Minimum of three years in international agriculture, trade, food and/or development policy issues, preferably in government, trade association, and/or business roles.
3. Prior public speaking experience required.

**Skills, Knowledge and Abilities:**

1. Proficiency in MS Office Suite, including Word, Excel, PowerPoint and Office required. Should be very comfortable producing charts from data in Excel.
2. Familiarity and/or working knowledge of U.S. grain farming preferred.
3. Ability to travel extensively for domestic and international activities required.
4. Excellent communication skills, both verbal and written, are required.
5. Ability to work independently and lead meetings.
6. Ability to represent the organization in a professional manner at all times.
7. Ability to manage diverse group of USGC membership team on biotechnology issues and cooperate with other industry-related coalitions.

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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