



Job Description Manager of Global Programs - Asia

Department: Global Programs	Reports to: Director of Global Programs
FLSA Status: Exempt	Supervisory responsibility: none
Approved by: Director of Admin/Ops	Budgetary responsibility: none

Purpose of position:

Assists the director of global programs in supervising the Council's global offices, with a focus on the Asia region, through backstopping and supporting the offices with their market development programs. In addition, the manager of global programs will assist in the development, writing and submission of the Council's Unified Export Strategy.

Responsibilities:

1. Assist the director of global programs in all market development programs including strategic analysis, program planning and development, implementation and evaluation, actual cost and end result contracting, budgeting and accounting, administration and communications.
2. Research program and policy information and oversee implementation and management of special projects undertaken in the regions of responsibility, in compliance with program regulations and policies.
3. Recruit U.S. and non-U.S. consultants as well as USGC members for foreign assignments and complete all necessary arrangements to assure that objectives of consultant/member travel are met.
4. Manage all aspects of preparation for foreign delegations traveling to and within the United States, including travel logistics, meeting itineraries, and preparation of briefing materials.

5. Coordinate all consultant and team preparation with appropriate Council/Washington staff and maintain records of all market development programs and projects.
6. Ensure all meeting arrangements, logistics and briefing material is prepared for all international teams and reverse trade missions.
7. As necessary, travel domestically and internationally with teams, members and consultants engaged in the Council's foreign market development programs. Approximately 10-15 percent of time spent in travel.
8. Assist the director of global programs in membership servicing, including responding to informational requests from Council members and maintaining the trade team database with current information.
9. Assist manager of IT in daily operation and maintenance of the Office 365 system, especially SharePoint and Teams, as they relate to the overseas offices, and coordinate with third party providers to resolve issues.
10. Other duties as assigned to meet business needs.

Education/Experience Required:

1. Bachelors' Degree required in the field of international relations, international development, or related field.
2. Minimum of two years of experience with FAS cooperator programs, rules and guidelines preferred.

Skills, Knowledge and Abilities:

1. Proficiency in MS Office Suite, including Word, Excel, PowerPoint and Office required.
2. Excellent communication skills, both verbal and written, are required.
3. Ability to work independently.
4. Ability to represent the organization in a professional manner at all times.
5. Experience working in a multi-cultural environment.
6. Demonstrated ability to find viable solutions to complicated problems in a flexible, time-sensitive and creative manner.
7. Excellent quantitative skills, with particular emphasis on working with budgets.

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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