U.S. Grains Council – Manager of Industry Relations Administration

International market development organization based in Washington, D.C. is recruiting a manager of industry relations administration. The individual in this position will manage event administration for USGC’s regular membership meetings, Export Exchange, Global Ethanol Summit, special member meetings and other meetings as they may arise. This position is responsible to coordinate administrative needs for association membership operations. The position is based in Washington, D.C.

USGC is a leading non-profit member association dedicated to expanding exports of U.S. corn, sorghum, barley and related co-products, including ethanol. To promote a healthy work-life balance, we have established programs including telework (two days per week), 37.5-hour workweek, Employee Assistance Programs, paid training/seminars, lunch-and-learn sessions, and more. USGC also offers competitive health/dental/vision benefits, generous leave policies and generous retirement benefits.

Desired Qualifications

Minimum requirement is a bachelor’s degree. Two years prior experience in meeting planning is required. Prior professional office experience, preferably with database administration, accounting and financial record keeping, member services and an association background is strongly preferred. The ideal candidate will be detail oriented and able to multi-task in a fast-paced environment.

If you are interested in the position, please submit a letter of interest and a resume by COB on February 16, 2024 to employment@grains.org

The U.S. Grains Council is an Equal Opportunity Employer. It does not discriminate in the terms and conditions of employment on the basis of race, color, national origin, sex, age, disability, sexual orientation, gender identity or expression, or any other factor prohibited by law.

As a participant in USDA programs, we share the commitment to comply with all federal, state and local civil rights laws and those of the USDA. More about this commitment is found here, https://www.usda.gov/non-discrimination-statement
Manager of Industry Relations Administration

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<tr>
<th>Department: Industry Relations</th>
<th>Reports to: Director of Industry Relations</th>
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<tr>
<td>FLSA Status: Exempt</td>
<td>Supervisory responsibility: None</td>
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<td>Approved by: President and CEO</td>
<td>Budgetary responsibility: None</td>
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**Purpose of position:** Manager of Industry Relations Administration will manage the event administration for USGC’s regular membership meetings, Export Exchange, Global Ethanol Summit, special member meetings and other meetings as they may arise. The individual in this position will also coordinate administrative needs for association membership operations.

**Responsibilities:**

**Meeting Planning:**

1. Assist the senior meeting manager in coordinating program logistics and executing decisions related to meetings in concert with staff leads. Gather and maintain all agendas for each meeting for use by Council staff.
   a. Manage aspects of hotel room blocks.
   b. Manage speaker arrangements before, during and after the meeting.
   c. Coordinate content for and development of meeting publications, including sponsorship brochure, registration brochure, meeting book, online meeting materials.
   d. Assist senior meeting manager with developing a thorough event management document which includes tasks, deliverables, staff or contractor assignments and deadlines. Maintain and actively use this document to ensure it is up to date for all parties and guides planning discussions.
   e. Responsible for oversight of and updates to the meeting app.
   f. Support sponsorship tracking and deliverables during conferences.

2. Event follow up including supporting Council staff in follow up activities, as needed.
   Specific deliverables include:
   a. Post-conference debriefs with staff to discuss what went well and what can be improved for future events.
   b. Maintain final files to the Council for historic and future planning purposes.
   c. Finalize budget and ensure documentation is received from all vendors for final payment by the Council.
   d. Post meeting wrap-up (BEO’s, reconciliation, etc.).
Membership and Industry Relations:

1. Work with department to gather member information and to ensure its accuracy. Develop positive rapport with members.
2. Maintain current, accurate membership database records and create reports, including record keeping for trade teams visiting member checkoff states. Maintain data integrity of member records and list serves. Input meeting registration for annual meetings, as needed, process payments for meeting activities.
3. Manage the preparation of monthly invoices for members and prepare yearly contracts for checkoff organizations.
4. Review dues invoices and checkoff board contracts. Report outstanding dues and contracts to appropriate staff and maintain member funding history.

Other duties may be assigned to meet business needs.

Education/Experience Required:

1. Bachelor's Degree required.
2. A minimum of 2 years of experience in meeting planning.
3. 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. Excellent communication skills, both verbal and written, are required.
2. Proficiency in MS Office Suite, including Word, Excel, PowerPoint, Office and web development tools preferred.
3. Ability to travel regularly, including weekends.
4. Ability to manage multiple priorities and work independently.
5. Ability to work as part of a team.

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: 01/2/2024