Job Description

Director of Global Ethanol Export Development

Department: Global Programs
Reports to: President and CEO

FLSA Status: Exempt
Supervisory responsibility: Sr. Manager of Global Ethanol Export Development, Manager of Ethanol Policy & Sustainability, Manager of Global Ethanol Programs, Regional Ethanol Manager for the EU, UK & Canada, Global and Ethanol Program Coordinator

Approved by: Vice President
Budgetary responsibility: Yes

Purpose of position:

The Director of Global Ethanol Market Development is responsible for providing direction to and management of Council’s worldwide ethanol strategy and marketing plan activities. This position will oversee the execution, implementation and post evaluation of ethanol activities and projects that are carried out globally.

Responsibilities:

1. Oversee all global ethanol programs including program strategy, planning, implementation and evaluation; FAS budget compliance; personnel; administration and communications.
2. Provide strategic direction to all international staff and consultants related to ethanol market development programs and strategies.
3. Coordinate with the Director of Global Programs Administration, Senior Director of Global Strategies and their staff to oversee strategic development and monitoring of the Unified Export Strategy.
4. Ensure proper and efficient implementation of the activities and projects and compliance with applicable USGC and FAS rules and regulations.
6. Supervise Ethanol related consultants and specialists that are managed out the of Washington DC office.
7. Ensure effective communication between the global offices and USGC/WDC, as well as with key stakeholders including but not limited to the Council membership, Growth
Energy, Renewable Fuels Association, Ethanol Advisory Team, Ethanol Steering Committee and USDA’s Foreign Agricultural Service.

8. Oversee USGC’s programs for off-road use of ethanol that would include sustainable aviation fuel, cook stoves and biobased chemicals among others.

9. Ensure program and policy coordination between USGC/WDC and country and regional offices.

10. Manage departmental budget.

11. Carry out membership committee and task force assignments.

12. Other duties may be assigned to meet business needs.

Education/Experience Required:

1. A minimum of a bachelor’s degree required, preference given to those with a degree in an agriculturally related field and/or international relations, marketing, business or economics.

2. Experience with and knowledge of the U.S. ethanol industry required.

3. Minimum of five years supervisory experience required.

4. Experience related to international market development and working in a multi-cultural environment a plus.

5. Experience working with stakeholders in industry and government also a plus.

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 always represent the organization in a professional manner.

5. Strong interpersonal communications and team building experience.

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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