

U.S. Grains Council – Manager of Global Programs – Asia

International market development organization based in Washington, D.C. is recruiting a manager of global programs for Asia. The individual in this position will work closely with the director of global programs administration and other team members to backstop and support the execution of the Council's market development programs in Asia. Additionally, this position assists in the development and implementation of USGC's Unified Export Strategy. ***The position is based in Washington, D.C.***

Desired Qualifications

Minimum requirement of a bachelor's degree with preference for international relations, international development or related field. A minimum of two years prior experience with FAS cooperator program rules and guidelines is 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 January 29, 2025** 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>

Job Description Manager of Global Programs - Asia

Department: Global Programs	Reports to: Director of Global Programs Administration
FLSA Status: Exempt	Supervisory responsibility: none
Approved by: Vice President	Budgetary responsibility: none

Purpose of position:

Assists the director of global programs administration 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 and implementation 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. Assist in the development, writing, submission, and maintenance of the Council's Unified Export Strategy for the Asia region, including monitoring program performance with overseas offices and coordinating UES changes with FAS.
3. 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.



4. 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.
5. 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.
6. Coordinate all consultant and team preparation with appropriate Council/Washington staff and maintain records of all market development programs and projects.
7. Ensure all meeting arrangements, logistics and briefing materials are prepared for all international teams and reverse trade missions.
8. 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 is spent traveling.
9. 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.
10. Contribute to the ongoing development and improvement of the organization's digital infrastructure and capabilities, including working with overseas offices to ensure effective content management within collaboration platforms and identifying opportunities for innovation and efficiency gains.
11. Support the adoption and integration of new technologies and processes across the organization, ensuring alignment with business objectives and user needs.
12. 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 and effectively collaborate with remote teams and stakeholders.
4. Experience working in a multi-cultural environment.
5. Demonstrated ability to find viable solutions to complicated problems in a flexible, time-sensitive and creative manner.
6. Excellent quantitative skills, with particular emphasis on working with budgets.
7. Ability to always represent the organization in a professional manner.

Preferred skills:

1. Knowledge of information technology trends and their potential applications within the organization.
2. Experience with digital platforms and tools, including customer relationship management systems, content management systems, and collaboration platforms.

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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