

## Application Process

For more information or to apply submit letter of application and resume to:

Human Resources Department  
Indiana Soybean Alliance, Inc.  
8425 Keystone Crossing, Suite 200  
Indianapolis, IN 46240  
Email: [hr@indianasoybean.com](mailto:hr@indianasoybean.com)

*Indiana Soybean Alliance, Inc.*

## POSITION DESCRIPTION

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**POSITION TITLE:** Market Development Project Manager

**DEPARTMENT:** Market Development

**REPORTS TO:** Sr. Director Production & Utilization

**FLSA STATUS:** Exempt

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### POSITION PURPOSE

This position is responsible for overseeing successful completion of projects that lead to increased demand for corn and soybeans in domestic and international markets. This includes management of projects that support successful completion of objectives and tactics of the Indiana Soybean Alliance, Inc. (ISA) and the Indiana Corn Marketing Council's (ICMC) strategic plan in line with the approved budget. ICMC is managed under a shared service agreement.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions. Working directly with the Sr. Director of Grain Production and Utilization and Bio-fuels Director and, key success metrics for this role includes successful execution of projects that increase demand for corn, soybeans and their co-products into the livestock and bio-fuels markets.

#### **ESSENTIAL FUNCTIONS**

- Responsible for organization, execution and completion of specific projects as assigned
- In cooperation with Program Directors and Senior Director, contribute to development of project plan
- Summarize the project plan in Project Charter document and seek sign off by Program Director or Senior Directors
- Manage overall project budget and timeline within guardrails set by Program Directors
- Schedule and host project meetings/webinars as necessary with team
- Manage deliverables to ensure deadlines are met
- Delegate tasks on the project to employees best positioned to complete them and motivating people to complete tasks on time
- Serve as a point of contact for the project when multiple groups are assigned to the same project to ensure team actions remain in synergy.
- Performing quality control on the project to ensure quality, checkoff and contract compliance standards are met
- Provide updates to Directors and Senior Directors to allow effective communications to the board committees and the board.
- Close coordination with Indiana livestock and meat production stakeholders who are participating in export demand projects with international organizations (US Meat Export Federation and USA Poultry and Egg Export Council).
- Oversee projects that increase demand for soybean meal and corn co-products into livestock feed.
- Work with fuel retailers and research partners on projects to increase bio-fuels demand, including requests for proposal, award letters, required reporting, invoices, and completed research communications distribution & filing.
- Work with livestock producers and research partners on aspects of programs and research projects. Reviewing contracts, proposals, invoices for works, and completed research communications distribution and filing.
- Work with national organizations in coordination of research proposals and reports, including National Biodiesel Board, National Corn Growers Association, US Meat Export Federation and USA Poultry and Egg Export Council and American Lung Association, and others.
- Work with international organizations in coordination with domestic programming for corn product exports
- Support Directors and Senior Director in developing communications to the board committee and board

Market Development Project Manager

November 2020

*This description is intended to describe the general content of and requirements for the performance of this position.  
It is not intended to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

- Support the program director to establish and maintain relationships with industry partners, allies, and associations essential to ISA/ICMC strategic goals regarding the program area.
- Ensure project documents are complete, current, and stored appropriately.
- Travel to meetings in state, out-of-state, and international as directed.
- Perform other duties and responsibilities as requested

#### **OTHER FUNCTIONS**

- As directed.

#### **SUPERVISORY RESPONSIBILITIES**

- N/A

#### **EDUCATION AND/OR EXPERIENCE**

To perform this job successfully, an individual should have an equivalent of the following education and/or experience.

- Bachelor's degree or higher in a relevant discipline.
- Two or more years of experience and/ or working knowledge related to project management,
- Agriculture, business, feed, livestock, fuel retail or related experience.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

The requirements listed below are representative of the knowledge, skills and/or abilities required to perform each essential duty satisfactorily. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Well organized, self-directed and the will to advance the position objectives.
- Ability to develop, plan, and implement short-and long-range goals.
- Knowledge of soybean and corn checkoff programs.
- Strong verbal and written communication skills with an ability to produce effective communications materials.
- Proven ability at consensus building and trust/credibility maintenance a must.
- Strong analytical, interpretive, evaluative and constructive thinking skills.
- Strong project management skills and ability to effectively manage multiple projects and escalating priorities.
- Professional demeanor with the ability to display good judgment and diplomacy in dealing with target audiences, farmers, and co-workers at all times.
- Advanced computer skills (Microsoft Word, PowerPoint, and Excel). Aptitude for learning new applications as needed.
- Basic knowledge social media applications.
- Ability to travel within Indiana, limited national.
- Availability to work evenings and weekends when necessary.

#### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

The environment and physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- This position requires considerable concentration and creativity. It is subject to stress caused by a changing environment, tight deadlines, and workload.
- Exempt position with a minimum of 40 hours per week required.
- Travel and other work-related assignments may occasionally include evenings and weekends to include international travel.
- Must be able to sit for long periods of time, stand, crouch, stoop, reach and move up and down stairs.
- May need to lift to 25 lbs.