

U.S. Meat Export Federation

Position Description

March 2024

POSITION TITLE: Director, Industry Relations
REPORTS TO: Sr. Vice President, Industry Relations
DEPARTMENT: #15, Industry Relations
OFFICE LOCATION: Denver, Colorado

Scope of Responsibilities:

The Director, Industry Relations is responsible for developing and increasing funding for U.S. Meat Export Federation (USMEF) export marketing programs; strengthening USMEF's and U.S. red meat exports position and prominence within the U.S. agricultural industry; increasing and retaining the USMEF membership base; and collaborating on USMEF revenue development programs in collaboration with the Industry Relations and other departments.

Specific Responsibilities

Member Relations

- Develop new and increase existing sources of funds to support export market development programs and special initiative efforts (export associated industries, grain and oilseed organizations, agribusinesses, foundations, etc.); maintain revenue development plans and a membership matrix
- Prepare and present funding proposals and related reporting; prepare annual budgets and revenue projections, including multiple departments and revenue pools
- Serve as key liaison with target accounts for state checkoff organizations to develop relationships, project funding, and/or membership funding
- Conduct and participate in industry relation programs that communicate the benefits of U.S. red meat exports to U.S. red meat export-related businesses
- Attend pertinent meetings for export-associated industries, grain and oilseed organizations and agribusinesses
- Participate in the development of strategies for export marketing to aid in the development of funding
- Coordinate meetings with USMEF members to further USMEF's mission and members' understanding of export market development
- Review and update the Funding Activity Report with Industry Relations and Marketing departments; communicate the status of contracts and funding requests
- Collaborate with the Industry Relations department to meet department goals, including membership development, revenue development, and other projects as needed
- Prepare for Board of Directors meetings; provide staff support to USMEF's Beef and Pork committees and Feedgrain/Oilseed Caucus, including development of agendas and participation in meetings
- Domestic and international travel as required

Teams and Trade Shows

- Collaborate on and attend domestic and international trade shows
- Collaborate on and attend domestic trade teams and international market visits

Qualifications:

- Minimum 8-10 year's work experience in revenue and membership development
- Bachelor's degree required; agriculture background and/or red meat industry experience desired
- Effective public speaking skills and interpersonal skills
- Excellent oral and written communications and customer service skills

Note: This position description is not intended to reflect an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

- Exercise sound judgment; work well in team atmosphere
- Proficient in Microsoft Word, Excel, PowerPoint and other applications
- Ability to set priorities and carry out multiple tasks under pressure of tight deadlines and heavy workloads; must possess excellent organizational skills
- Culturally astute; international experience preferred

Benefits:

USMEF offers a comprehensive benefits package including:

- *Medical, dental and life insurance, including short-term and long-term disability*
- *Voluntary supplemental insurances, including vision, accident and more*
- *401(k) with company contributions*
- *Generous paid time off, sick leave and 11 paid holidays*
- *Parental leave*

Additional benefits include:

- *Flexible hybrid schedule and individual office space in our modern office in downtown Denver*
- *Monthly parking or RTD pass*
- *A computer, cell phone or cell phone reimbursement and other IT equipment as needed*
- *Wellness stipend and support for ongoing training and development*
- *And more!*

EEOC - USMEF is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Compensation - Per Colorado C.R.S. § 8-5-101, the estimated salary range for this role \$115,000 - \$130,000. Compensation will be determined by the education, experience, and abilities of the applicant.

EEOC

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