



## Program Manager

The American Soybean Association (ASA) was founded in 1920 by soybean farmers and extension workers to promote soy for high protein applications in developmental settings. Overseas activities initiated in the mid-1950s, and to date ASA has worked in over 80 countries. The World Initiative for Soy in Human Health (WISHH) was founded in 2000 to expand the work of the American Soybean Association (ASA) in developing and emerging markets to improve health, nutrition and food security, building the groundwork for future markets of soy through international development work. WISHH provides services in food technology, business development, nutrition services, and program and proposal development. WISHH expertise extends its network into additional areas, such as aquaculture and animal feed.

ASA/WISHH connects trade and development to strengthen agricultural value chains in emerging markets, creating trade and long-term demand for U.S. soy. U.S. soy trade in emerging markets is pivotal to improve accessibility, affordability, and acceptability of high-quality plant and animal-sourced proteins in developing economies. ASA/WISHH builds opportunity for long-term trade by improving food security, agricultural value chains, human and animal nutrition, and farmer net incomes. ASA/WISHH initiatives broadly fit in three arenas: (1) trade-building long-term, early-stage market development, and (2) trade-building international agriculture and economic development and (3) food security through international development. The St. Louis-based Program operates in sub-Saharan Africa, Asia and Central America.

ASA/WISHH achieves its mission by working in close partnership with: (1) the public sector (e.g., USDA, USAID, U.S. land grant universities, and host country governments), (2) the private sector (e.g., trade associations: Qualified State Soybean Boards, United Soybean Board and U.S. Soybean Export Council), and (3) private voluntary organizations. The Program takes pride in its growing portfolio of success with U.S. government-funded projects, including USDA (Food for Progress, McGovern-Dole, Global Broad-Based Initiative, Foreign Market Development, Market Access Program, Agricultural Trade Promotion, Emerging Markets Program, and Quality Samples Program) and USAID funding in both prime and sub-recipient capacities. ASA/WISHH has also attracted both private sector and other complementary funding sources from various donors to build on and leverage core funding from Qualified State Soybean Boards.

We are looking for an experienced U. S Based **Program Manager** to organize and coordinate programs for work in Africa from the St. Louis, MO office. The Program Manager will participate in strategic guidance and planning sessions with the team and consultants in ways that promote the company's culture.

The ideal candidate will be detail oriented and will have experience in working with diverse populations to produce results in a timely manner, within budget and that are compliant.

They will also be able to develop efficient strategies and tactics to ensure that all programs deliver the desirable outcome to the organization.

The program manager is responsible for assisting with the planning and administering of activities and projects in the Africa region. This position includes oversight of select projects, program budgets, coordination of efforts of team members, partners, and third-party contractors and/or consultants to ensure quality control and that the activities are carried out according to plan. This position participates in special projects as assigned to support the overall program. A willingness and ability to travel domestically and internationally multiple times a year, for up to two weeks at a time is required. This position will require approximately 20% travel, including escorting trade teams, meeting project partners, attending conferences, and implementing activities. Domestic trips may require air travel and/or overnight stay away from home for up to one week.

### **Program Manager Job Responsibilities:**

#### **Programmatic responsibilities:**

- Formulate, coordinate, implement and monitor inter-connected projects across multiple funding sources.
- Participate in suitable strategies and objectives planning sessions.
- Develop and manage deadlines, budgets and activities.
- Apply change, risk and resource management.
- Assume responsibility for the program activity implementation.
- Resolve projects' higher scope issues.
- Prepare reports.
- Use Project Management Software to plan and implement activities.
- Organize, interpret, and report on data collected through the guidance of the Division Directors and the Director of Monitoring and Evaluation (M&E).
- Provide status updates to management, governance committee, and staff as necessary, including funder reporting requirements.
- Contribute to internal and external communication materials.
- Recommend new approaches, policies, and procedures to effect continual improvements in the efficiency of the department and services performed.
- Travel internationally and domestically as needed.

#### **Compliance responsibilities:**

- Ensures accurate and timely reporting.
- Discloses conflicts of interest when required.
- Ensures overall integrity of each project.
- Ensure activities are compliant according to funding source regulations.

**Work Hours & Benefits:** One of the many pleasant aspects about working with ASAWISHH is the variety of benefits available to eligible employees. Our goal is to hire employees who will

work hard and help us prosper. In turn, this allows us to offer competitive wages, good working conditions and exceptional benefits. ASA/WISHH offers a hybrid work environment with flexible office hour schedules. Benefits include:

- Hybrid Work Environment
- Employee Assistance Program
- Adoption Assistance
- Tuition Reimbursement
- Family Assistance Bonus Program
- Healthcare Flexible Spending Account
- Parental Leave
- Life Insurance
- Short Term & Long-Term Disability Insurance
- Medical/Dental/Vision Insurance
  - ASA pays 90% of employee and 75% of family coverage.
  - Offers four different Medical Plans, including HDHP with a health savings account.
- 401(k) (All employees)
  - 100% match up to 5% of salary (IRS limits apply)
  - Eligible 90 days after the first of the month

In addition, ASA/WISHH observes 9 holidays each year plus 1 personal holiday of your choice and provides 15 vacation days and up to 12 sick days per year.

### **Program Manager Qualifications / Skills:**

Demonstrated ability to direct a project and understand expectations from the organization and stakeholders. Ability to develop strategies to ensure goals are met using set resources. Qualifications support the responsibilities of directing several activities that happen at the same time, in different geographic locations, and involving a variety of employees and leaders. Qualifications you possess include:

- Relevant professional experience (1-3 years) in areas such as program/project management, market development, or international relations preferred.
- Substantive international program/project management experience a plus.

Knowledge of USDA and/or USAID programs is desired. Previous experience working internationally with diverse cultural backgrounds is highly beneficial.

Excellent verbal and written communication skills and strong attention to detail in all aspects of project management are a must. Strong project management software (i.e. Zoho) is beneficial. Other skills for this role include:

- Development project management
- Leadership and project management
- Budget monitoring

- Leading and directing diverse teams
- Creating change to achieve project goals and comfort with change
- Focusing on results and outcomes
- Relationship building
- Presentation Skills
- Professionalism
- Outstanding leadership and organizational skills
- Excellent communication skills
- Excellent problem-solving ability

**Education and Experience Requirements:**

- BA in management, business, marketing, international relations or related field and/or equivalent combination of education or work experience.
- 3 - 5 years of business or international development experience is a plus

**TO APPLY:** Send electronic submission of resume including salary requirements to [edemerit@soy.org](mailto:edemerit@soy.org) by **December 22<sup>th</sup>, 2023**. Interested individuals are encouraged to apply quickly as the applicant review and interview process will begin immediately and continue on a rolling basis until the right candidate is found. Please include **“Program Manager”** in the subject line. No telephone inquiries, please. Finalists will be contacted. ASA is an Equal Opportunity Employer and Provider. Women, minorities, veterans and the physically challenged are encouraged to apply.

**Non-Discrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. ASA/WISHH is an equal opportunity provider and employer.