



## **Project Director – Food for Progress CAST Project**

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.

The Project Director is responsible for the planning and administering of activities and projects in Cambodia under the USDA Funded Commercial Agricultural Sustainable Trade (CAST) project. This position includes oversight of the overall project, project budgets, coordination of efforts of team members, partners, and third-party contractors and/or consultants in order to ensure quality control and that the activities are carried out according to plan. The Project Director, in consort with field staff where applicable, will plan, execute and report on the project

according to strict deadlines, within budget and in compliance with USDA and ASA regulations and policy guidelines. Under general direction and supervision, this position is responsible for supporting new hire/consultant orientation & integration and developing local in-country leadership capacity. Position reports to Chief Operating Officer, ASA/WISHH under the direction of the Executive Director, WISHH, but also coordinates efforts with Chief of Party, Cambodia. Infrequent U.S. travel, trips will require air travel and overnight stay away from home for one or more nights. Travel to Cambodia will be on an as needed basis but will likely be required at least twice a year.

### **Project Director Job Responsibilities:**

#### **Programmatic responsibilities:**

- Project oversight for all essential aspects of the work being carried out, including the technical, programmatic, and administrative.
- Diligently pursue project deliverables according to approved proposal.
- Monitor sub-recipient performance.
- Maintain and retain project data and materials as required.
- Oversee and participate in the completion of progress and other required reports.
- Initiate timely requests for prior approval for changes when required (change in scope of work, budgeting, or reduction in committed effort)
- Request no-cost extensions when appropriate
- Manage relationships between sub-recipients and funding stakeholders.
- Monitor project progress according to workplan timeline.
- Evaluates options and resolves internal priorities.
- Protects organization's value by keeping information confidential.
- Enhances the organization's reputation by accepting ownership for accomplishing new and different requests.
- Explores opportunities to add value to job accomplishments.

#### **Compliance responsibilities:**

- Ensures accurate and timely effort reporting for project personnel.
- Discloses conflicts of interest when required.
- Ensures overall integrity of project.
- Monitor project deliverables according to funding compliance requirements.

#### **Administrative/Fiscal responsibilities:**

- Initiates the routing and obtains appropriate approvals on programmatic documents.
- Assists with the negotiation of award terms as needed.
- Monitors projects financial status.
- Manage and monitor overall budget line items ensuring the integrity of line-item movement as well as spend rate.
- Review and monitor sub-recipient budgets and financial reporting for accuracy and compliance.

- Tracks sub-recipient contributors and their accomplishments.
- Ensure that all projects are completed on time within the activity scope and budget.

**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:

- Employee Assistance Program
- Adoption Assistance
- Tuition Reimbursement
- Family Assistance Bonus Program
- Credit Union
- Healthcare Flexible Spending Account
- Paternity 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.

**Project Director 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:

- Three or more years of experience as a project manager or project leader
- Excellent computer skills and familiarity with project management and other specialist software.
- Proven ability to lead project meetings and lead teams to maintain high-quality work.
- Proven ability to measure project performance using appropriate tools, systems, and techniques.

Excellent verbal and written communication skills and strong attention to detail in all aspects of project management are a must. Strong numeracy skills and knowledge of computer systems, hardware, and software are beneficial. Other skills for this role include:

- Leadership and business management
- Budgeting and the ability to reduce costs without reducing the quality of the project
- Leading and directing diverse teams of employees, leaders, and customers
- Creating change to achieve project goals and comfort with change
- Focusing on results and outcomes
- Relationship building
- Presentation Skills
- Professionalism

**Education and Experience Requirements:**

- BA in International Development or Business Administration or a related field
- 3 - 5 years of business development or international development experience

**TO APPLY:** Send electronic submission of resume including salary requirements to [edemerit@soy.org](mailto:edemerit@soy.org) by **December 22, 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 **“Project Director - CAST”** 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.