



Export Readiness Program Manager Job Description

Position Title: Export Readiness Program Manager	Department: Programs	Reports to: Director of Programs	FLSA Designation: Exempt
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Details: The Western United States Agricultural Trade Association's (WUSATA) mission is to increase the international growth of Western agribusiness by providing financial support, export readiness, and business development services to companies located in the thirteen Western United States, Guam, and the Commonwealth of the Northern Mariana Islands. We achieve organizational excellence through efficient and effective people, systems, and processes.

Purpose of Position:

To support developing, coordinating, and implementing the Export Readiness program by assisting with program initiatives, projects, policies, and procedures consistent with federal, state, and WUSATA regulations and policies.

Responsibilities

- Assist in managing the Export Readiness Program in compliance with federal funding regulations and internal policies.
- Collaborate with members, in-market contractors, and cross-functional leaders to execute program activities and initiatives.
- Prepare and monitor program timelines, metrics, and budgets under the guidance of the Director of Programs.
- Coordinate specific aspects of the Unified Export Strategy (UES) related to the Export Readiness program, ensuring timely delivery and budget adherence.
- Manage all program contributions.
- Coordinate with the Program Director when engaging with in-market retainer contractors.
- Provide support in contracting processes, including preparation and administration of RFPs.
- Assist in planning and executing WUSATA's strategic planning and member meetings.
- Use program data to inform program strategic direction and forecasting
- Managing the program's budget, monitoring utilization of the program
- Prepare and maintain program reporting schedules and documentation.
- Contribute to compliance reviews by providing accurate program documentation.
- Serve as a liaison with the leadership team on participant and member relations.
- Track program progress, address issues, and report updates to the Director of Programs.
- Ensure effective quality assurance and the overall integrity of the program. Focusing inwardly on the internal consistency of the program and outwardly on its coherence with program planning, interfaces with other programs, members, and participating companies
- Submit Change Notification Requests to the Director of Programs
- Assist in implementing program policies and procedures, making updates as necessary.
- Use program data to provide input for strategic direction and forecasting.
- Support training for members, representatives, and contractors on program capabilities.
- Promote a culture of trust, service, integrity, excellence, and accountability
- Create, model, and maintain a work culture that supports and values inclusion, equity, and diversity.

Supportive Functions:

In addition to performing the essential functions, this position may be required to perform a combination of supportive functions as other duties assigned. The percentage of time spent performing each function will be solely determined by your department leader based on the company's requirements.



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Other Duties:

Positively contribute to the WUSATA culture through understanding, supporting, and participating in the company mission, vision, and values. Demonstrate working knowledge of the service standards. Regular attendance in conformance with the standards, which WUSATA may establish from time to time, is essential to the successful performance of this position.

Required Competencies:

WUSATA Core Values

Trust

We have confidence in our collective experience, knowledge, and professional connections to deliver meaningful results to those who put their trust in us.

Service

We support, guide, and empower each other by treating our companies, partners, and team members as individuals. We succeed when you succeed.

Integrity

We are committed to being honest, transparent, and responsible in all communications which drives our team to consistently do what is right.

Excellence

We take pride in our work and are committed to excellence in all aspects of our organization. Passion, energy, and enthusiasm are at the heart of every decision we make and every action we take.

Accountability

We are consistent and dependable. We take responsibility to get it done.

Specific Job Knowledge, Skill, and Ability

The individual must possess the following knowledge, skills, and abilities and be able to explain and demonstrate that he, she, or they can perform the essential functions of the job, with or without reasonable accommodation.

- Requires the ability to learn, interpret, and apply the Market Access Program and other federal and state rules and regulations related to the position's responsibilities.
- Requires the ability to advocate for the programs and support the core values of WUSATA
- Ability to establish and maintain effective working relationships with internal and external stakeholders
- Requires the ability to communicate effectively both orally and in writing with members, contractors, Foreign Agricultural Service, and other industry partners
- Ability to collaborate effectively in a team environment.
- Ability to direct, train, and coordinate staff and establish and maintain cooperative working relationships with team members, contractors, and other third-party representatives.
- Considerable expertise in establishing and operating all aspects of program management, including planning, organizing, tracking, measuring, evaluating, and executing.
- Ability to conduct research and present data in a clear and persuasive manner.
- Ability to compose and present comprehensive reports.
- Strong analytical and data analysis skills.



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- Ability to administer budgets.
- Excellent organizational skills and attention to detail.
- Take initiative and ownership of projects, assignments, and programs.
- Ability to manage changing priorities and multiple efforts, meet deadlines, and adapt to a changing business environment while building and strengthening internal and external relationships.
- Ability to interpret, problem-solve, and inform the program director based on analytical data.
- Ability to maintain confidentiality and effectively handle sensitive information with sound judgment, tact, and discretion.
- Proficiency in Microsoft Suite applications and other cloud-based tools
- Requires the ability to travel overnight both domestically and internationally up to 25%

Minimum Qualifications:

- Bachelor's degree in a relevant discipline and 2-4 years of experience in program coordination, non-profit management, exporting, or related fields. Additional relevant experience may substitute for a degree.
- Demonstrated experience in project management and organizational skills.
- Ability to independently manage and prioritize multiple projects and tasks with exceptional attention to detail.
- Demonstrated interpersonal skills; ability to cultivate professionally collaborative relationships at all levels, from team members to board members.
- Ability to work independently and prioritize multiple tasks effectively.

Benefits:

- Employer-paid medical, dental, short-term disability, long-term disability, and life insurance coverage for employees.
 - Family benefits are included at a cost to the employee.
- Flexible Spending Account
- Participation in a 401k plan with employer match 100% up to 6%
- 12 Paid Holidays
- Paid Time Off Plan
- Sick Paid Time Off Plan
- Flexible and Remote Work Schedule
- Recognition Program

Compensation Range Based on Experience:

This position is exempt, with a yearly wage band ranging from 60,000 to 85,000.

WUSATA is an equal-opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.



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I HAVE READ AND UNDERSTAND THE POSITION DESCRIPTION INFORMATION AND HEREBY STATE THAT I CAN PERFORM THE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS OF THE JOB WITH OR WITHOUT REASONABLE ACCOMMODATION.

Print Team Member Name

Team Member Signature

Date