

## Proposal Development 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. 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. Trade can improve lives worldwide for both farmers and consumers. 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. Rising incomes in emerging economies generate further opportunity for trade.

ASA/WISHH builds opportunity for long-term trade by improving agricultural value chains, human and animal nutrition, and farmer net incomes. ASA/WISHH initiatives broadly fit in two arenas: (1) trade-building long-term, early-stage market development, and (2) trade-building international agriculture and economic 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, 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 (PVOs). The Program draws upon the resources and experience of these partners and the services of a cadre of ASA/WISHH consultants with technical expertise in agricultural, international and commercial development spheres. ASA/WISHH relies on decades of experience in food commercial development and agricultural development programming. The Program takes pride in its growing portfolio of success with U.S. government-funded projects, including USDA (Food for Progress (FFPr), McGovern-Dole, Foreign Market Development, Market Access Program, Agricultural Trade Promotion, Emerging Markets Program, and Quality Samples Program) and 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.

WISHH's objective is to increase the international consumption of soy protein in the human, livestock, and aquaculture sectors in new markets and thereby create new opportunities for soybeans and providing higher economic returns to U.S. soybean producers.

Under the direction of the Chief Operating Officer, WISHH Program, the Proposal Development Manager (PDM) will work together with the WISHH team to conceive, develop and plan project and proposal concepts with private voluntary organizations, non-government organizations (NGOs), & private businesses relating to food and feed industry development. The PDM will work with the WISHH

Executive Director and Chief Operating Officer to help launch specific efforts. In addition, the Proposal Development Manager will work with the WISHH team to develop and maintain relationships and engagement with PVOs, multilateral organizations and project/program management personnel in the U.S. Government. The PDM's responsibilities will require travel to field offices, project sites and countries targeted for upcoming proposals. The PDM will also manage WISHH outreach to state soybean boards including administrative tasks related to proposal development, submission, contracting and reporting.

### **Proposal Manager Job Responsibilities:**

- Manage state proposal calendar and submission management
- Market development proposal development and management
- Project development and planning
- U.S. government funding program relationships
- Stakeholder networking
- Manage proposals production schedule and managing the report writing and submission process
- Production schedule management
- Gathering intel from regional directors, stakeholders, strategic partners and plans
- Manage the donor report writing and submission processes
- Manage USDA market development proposal process and development
- Manage the USB proposal development process
- Manage proposal ideas (proposal mapping across funding sources)
- Monitor new proposal opportunities within nontraditional funding
- Manage UES process and contracting
- Manage FFPr proposal process and development
- Monitor multinational organization country strategic plans, documents for strategic connections and data
- Create and maintain bank of data for proposal development
- Perform other duties as necessary to support the implementation of activities.

**Work Hours & Benefits:** One of the many advantages of working with ASA/WISHH is the variety of benefits available to eligible employees. Our goal is to hire employees who will work hard to help us reach our goals and objectives. ASA/WISHH offers a hybrid work environment with flexible office hour schedules. Benefits include:

- Tuition Reimbursement
- Healthcare Flexible Spending Account
- Paternity Leave
- Adoption Assistance
- 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.

### Education and Experience Requirements:

- Bachelor's degree in management, marketing, international relations or related discipline. Three to five years' work experience in international business or development proposal development or a combination of education and experience desired.
- Ability to develop and maintain effective relationships with internal and external staff and stakeholders.
- Strong knowledge of proposal writing.
- Experience with budget development a plus.

**TO APPLY:** Send electronic submission of cover letter and resume including salary requirements to [edemerit@soy.org](mailto:edemerit@soy.org) on or before March 15, 2025. Interested individuals are encouraged to apply quickly as the applicant review and interview process will begin immediately and will continue on a rolling basis. **Please include "Proposal Manager" in the subject line.** No telephone inquiries, please. Finalists will be contacted. ASA is an Equal Opportunity Employer and Provider.

**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.*