



## AMERICAN SOYBEAN ASSOCIATION JOB DESCRIPTION

**Job Title:** Executive Director WISHH Program  
**Department:** WISHH  
**Reports To:** CEO  
**FLSA Status:** Exempt

**Position Summary:** The Executive Director WISHH Program will be responsible for developing, directing, coordinating and reporting on international programs designed to improve agricultural value chains in developing and emerging markets to create trade and long-term demand for U.S. soy. WISHH programs are ultimately designed to improve health, nutrition and food security through soy utilization. Works with domestic and international government representatives, the private sector and non-governmental organization (NGO) partners to build global agricultural value chains. Manages program growth in food and feed processing sectors as well as other forms of agricultural development in developing and emerging markets.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Directly engages in:

- Leading development and implementation of the WISHH Strategic Plan, including goals and objectives; providing direction to program development and implementation staff.
- Representation of WISHH within ASA's senior management, and to the ASA Governing Committee. This includes developing and managing WISHH contributions to the overall ASA strategic plan.
- Development and training of WISHH Committee. Assist Chair and other Executive Committee leaders in performing their responsibilities, per the WISHH operating guidelines.
- Establishing and maintaining procedures for accountability for WISHH finances, organizational goals and programmatic progress.
- Creation of strategic alliances and partnerships across multi-lateral public and private organizations with similar mutual objectives and complementary resources.
- Coordination with the United Soybean Board (USB), the U.S. Soybean Export Council (USSEC), state soybean boards and other soy family entities on international marketing activities.
- Management of working relationships with USDA Foreign Agricultural Service (FAS) personnel, including heads of various offices and branches that involve interactions with WISHH; this position does not include individual project management.
- Development and management of working relationships with other branches of the U.S. government and potential donors.
- Communications effort directed at funding organizations and target audiences as defined by the controlling project.
- Leadership and supervision of WISHH staff and select consultants.

Oversees:

- Governance function of the WISHH Committee, including meeting preparation, reporting, periodic strategic planning and plan updates.
- Development and implementation of programs that bring the benefit of U.S. soy protein to developing and emerging markets through securing funding from a variety of funding sources.
- Development and management of the annual budget for the WISHH Program.
- Collaboration with and provision of technical guidance to PVOs, international aid and development agencies and private industry in the implementation of international development programs that include soy as a component.
- Collaboration with other soy organizations on foreign market development (FMD), market access program (MAP) and other funding source market development strategies targeting human nutrition in developing markets.
- Preparation of briefing materials relating to soy in human nutrition and animal agriculture.
- Communication of opportunities, work performed, and successes of WISHH programs to U.S. soybean farmers and other stakeholders.
- The involvement of funding Qualified State Soybean Boards in program development and implementation.
- The development of, provides staff support to, and abides by the operating guidelines established to permit the WISHH Program Committee to exercise its governance responsibilities.
- Performs other duties as assigned by the Chief Executive Officer.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Prefer a master's degree in international affairs, agricultural economics, human nutrition, or other agricultural, marketing, nutritional, policy or international degree, or a combination of education and experience. Prefer international experience living abroad managing projects or programs.

The additional experience below is preferred:

- Working knowledge of and experience in international development programs;
- International experience in developing countries;
- Working knowledge of the programs of U.S. and multi-lateral international aid and development agencies, including market development (USAID, FAO, World Bank, USDA, etc.);
- Working knowledge of the global supply chain: transportation, storage, processing, distribution, and other logistical systems and constraints;
- Working knowledge of soy in human and/or animal diets;
- Successfully demonstrated written and oral communication skills with a variety of intended audiences;
- Management and leadership experience;
- Ability to travel internationally and domestically up to 30% and work weekends as needed.

**Language Ability:**

Excellent communication, interpersonal, and writing skills. The ability to read, analyze and interpret business, professional, technical or governmental documents. Write reports, complex business correspondence and procedure manuals. Effectively and tactfully present information and respond to questions from managers, customers and the public.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of challenging situations.

**Computer Skills:**

To perform this job successfully, an individual should have practical knowledge of Word, Excel, and Outlook.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

TO APPLY: send electronic submission of resume including salary requirements to [vwilks@soy.org](mailto:vwilks@soy.org) by January 20, 2022. Interested individuals are encouraged to apply quickly as the applicant review and interview process will begin immediately. Please write "Executive Director" 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.