

Application Process

For more information or to apply, submit letter of application and resume to:

Human Resources Department
Indiana Soybean Alliance, Inc.
8425 Keystone Crossing, Suite 200
Indianapolis, IN 46240
Email: hr@indianasoybean.com

POSITION DESCRIPTION

POSITION TITLE: Sustainability Project Manager

FLSA STATUS: Exempt

POSITION PURPOSE

This position is responsible for assisting with project management and promotion of environmental and economic sustainability programs for the Indiana Soybean Alliance, Inc. (ISA) and the Indiana Corn Marketing Council (ICMC). This includes implementation of objectives and tactics of the Indiana Soybean Alliance, Inc. and the Indiana Corn Marketing Council's strategic plan in line with the approved budget. ICMC is managed under a shared service agreement with ISA. This position reports to the Senior Director of Grain Production and Utilization but works under the supervision of the Director in charge of the Sustainability and Value Creation Committee.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

ESSENTIAL FUNCTIONS

- Responsible for organization, execution, and completion of specific projects, as assigned, including on-farm soil health and nutrient management trials and other initiatives related to environmental stewardship and/or on-farm profitability.
- Contribute to development of project plans in cooperation with Program Director.
- Manage overall project budgets, government grants and timelines within guardrails set by Program Director.
- Perform quality control on projects to ensure quality, checkoff and contract compliance standards are met.
- Provide updates to Program Director and Senior Directors to allow effective communications to the board committees and the board.
- Develop and maintain effective communications with management staff and stakeholders on current projects.
- Ability to build alliances with internal staff and stakeholders on projects supporting strategic initiatives.
- Support Program Director to establish and maintain relationships with industry partners, allies and associations essential to ISA/ICMC strategic goals regarding the program area.
- Serve as liaison, as directed, with marketing team to execute communications strategies and meet project objectives.
- Assist in organization and execution of events to build relationships, promote programs and engage with farmers. This could include farm shows, field days and other farmer meetings and events.
- Participate in stakeholder engagement events to establish and maintain relationships with key industry contacts.
- Work with research partners in all aspects of a project, including requests for proposal, award letters, required reporting, invoices and completed research communications distribution & filing.
- Work with national organizations in coordination of research proposals and reports, including United Soybean Board, National Corn Growers Association and North Central Soybean Research Program.
- Support the Program Director and Senior Director in developing communications to the board committee and board.
- Serve as backup in the event the Program Director is unable to complete an assignment or attend an event.
- Ensure project documents are complete, current, and stored appropriately.
- Schedule and host project meetings as necessary with team.
- Manage deliverables to ensure deadlines are met.
- Travel to meetings in state and out-of-state as directed.
- Perform other duties and responsibilities as requested.

OTHER FUNCTIONS

- As directed.

SUPERVISORY RESPONSIBILITIES

- N/A

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual should have an equivalent of the following education and/or experience.

- Bachelor's degree or higher in a relevant discipline.
- Two or more years of experience and or working knowledge related to duties and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills and/or abilities required to perform each essential duty satisfactorily. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Well organized, self-directed, and driven to advance the position objectives.
- Ability to develop, plan, and implement short-and long-range goals.
- General knowledge of soybean and corn checkoff programs.
- Strong understanding of soil health and nutrient management best practices.
- Strong verbal and written communication skills.
- Ability to converse with diverse audiences regarding organizational and industry issues.
- Proven ability at consensus building and trust/credibility maintenance a must.
- Strong analytical, interpretive, evaluative and constructive thinking skills.
- Strong project management skills and ability to effectively manage multiple projects and escalating priorities.
- Professional demeanor with the ability to display good judgment and diplomacy in dealing with target audiences, farmers, and co-workers at all times.
- Advanced computer skills (Microsoft Word, PowerPoint, and Excel). Aptitude for learning new applications as needed.
- Basic knowledge of social media applications.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The environment and physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- This position requires considerable concentration and creativity. It is subject to stress caused by a changing environment, tight deadlines and workload.
- Exempt position with a minimum of 40 hours per week required.
- Extensive travel within Indiana, limited out-of-state travel required.
- Ability to work in field environment as project work demands.
- Travel and other work-related assignments may occasionally include evenings and weekends.
- Must be able to sit for long periods of time, stand, crouch, stoop, reach and move up and down stairs.
- May need to lift up to 25 lbs.