

Food Export Staff Responsibilities

Communications (Midwest and Northeast)

Communications Manager

- Communications Strategic Planning and Management
- Overall Public Relations and Marketing
- Overall Database

Coordinator-Communications Content Development

- Coordinates the development, creation and dissemination of specific and various long and short-term content and communications initiatives
- Coordinates the production, development and dissemination of all electronic communications
- Maintains website content
- Maintains and manages a social media plan and schedule to effectively promote Food Export programs

Business Development Analyst

- Develops recruitment strategies for all programs in the Midwest and Northeast
- Coordinates regular meetings and conference calls with staff and member states to deliver strategies and goals
- Develop skills within the organization geared toward recruitment
- Works closely with database on all projects

Communications Coordinator

- Coordinates the production, development and dissemination of all printed and electronic communications publications
- Coordinates the production of, development of and dissemination of all success stories
- Electronic records data integrity - updates to system (Board, State Staff, etc.)

Liaisons

- Outreach at tradeshows and events for all programs
- Proactive outreach and fielding incoming calls from new companies for all programs
- Responsible for responding to info@ email inbox
- Qualify requests for and set up new online accounts (new companies) and discuss all programs
- Convert Branded inquiries to pre-qualifications and assist with Branded Program Applications
- Outreach at Generic activities for all programs

International Marketing Program

International Marketing Program Manager

- Strategic Planning and Management
- Monitors budget and spending for all activities
- Responsible for overall Generic strategy in each target market
- Works directly with member states on program related issues
- Manages all domestic and international contractors
- Data analysis and reporting
- Liaise with FAS offices overseas

International Marketing Program Staff

- Activity Coordination across all program tactics
- Company participation and reporting
- Collection of Evaluation data and compilation of results
- Invoicing and Travel Expenses Processing
- Coordination of Online Product Catalog & Trade Leads
- Tradeshow booth logistics
- Data entry and audit on database records
- Assist with the Export Intern Program
- Assist with Promotions and special projects
- Assist with 6 month evaluations
- Monitoring In-Market Representatives reporting

Finance

Financial Manager

- Budgeting and Planning
- Audits and Compliance Review
- Financial Statement and Report Preparation
- Human Resources activities: Recruitment, Hire, Benefits, Reviews, and Departure

Accounting and HR Staff

- Account Payable
- Accounts Receivable (payments from participants)
- Expense Reports
- Employee Personnel Files
- Training and Staff Orientation activities
- Organization of Recruiting/Interviewing/Testing process
- 1099 processing

Branded Program

Branded Manager

- Reviews and approves applications and amendments
- Monitors budget and spending for all participants
- Process reimbursement claims for further approval and payment
- Handles all general program inquiries
- Recruitment for program
- Responsible for overall Branded strategy

- Works directly with member states on program related issues
- Data analysis and reporting
- Presentation of program at various events/seminars

Branded Program Staff

- Handles all general program inquiries
- Review of all pre-qualification applications
- Review and approve claims
- Administers the review process of all amendments for additional funds
- Statistic analysis of program performance measures
- Dissemination of reimbursement reports to participants
- Educates participant how to access various reports online with information about graduation history, reimbursements, account status, etc.

Information Technology (Midwest and Northeast)

IT Manager

- Handles all network maintenance and security
- Maintains all hardware and software for all desktop machines
- Leads support and innovation for the database
- Provides help desk support to all staff in MW and NE

IT Support Specialist

- Monitors usage of CRM database
- Provides data analysis and reporting for all program areas
- Coordinates regular database training with all users

Administrative

Administrative Assistant

- Support to Executive Director
- Office maintenance
- Travel arrangements
- Monitors all incoming calls
- Provides clerical support to all program areas