



### **Application Process**

For more information or to apply, submit letter of application and resume to: [hr@indianasoybean.com](mailto:hr@indianasoybean.com)

Human Resources, Indiana Soybean Alliance, Inc.

8425 Keystone Crossing, Suite 200

Indianapolis, IN 46240

---

## **POSITION DESCRIPTION**

**Indiana Soybean Alliance, Inc. (ISA)**

---

**POSITION TITLE:** Industry Affairs Project Manager

**FLSA STATUS:** Exempt

---

### **ABOUT OUR ORGANIZATIONS**

The Indiana Soybean Alliance, Inc. (ISA) is an Indianapolis based forward-thinking organization that works to benefit Indiana farmers and stakeholders. Be a part of the team that works within the highest levels of agriculture. Interact with national communication teams, state and national organizations, federal and state policy makers, and global partners in making a difference in the future of the Indiana agriculture community.

### **COMPANY CULTURE**

The shared values of ISA are important to who we are as an organization and as professionals. ISA offers the following:

- PTO (sick, vacation and holidays), flexible hours, generous benefits plan, 401k and match and hybrid remote and in office work schedule. Additional company paid time off between Christmas and New Year.
- Travel and paid professional development opportunities.
- Stocked fridge and pantry, community give-back programs, employee recognition and fun company-sponsored events.

### **POSITION PURPOSE**

This position assists the Senior Director of Industry Affairs in the management of the public affairs program for the Indiana Soybean Alliance and Indiana Corn Marketing Council (ICMC). This includes supporting the policy activities of the Indiana Soybean Alliance Membership & Policy Committee (M&P) and the Indiana Corn Growers Association (ICGA). ICMC and ICGA are managed by the Indiana Soybean Alliance under shared service agreements.

### **JOB DESCRIPTION**

- Support the work of the Senior Director of Industry Affairs.
- Assist with public affairs and policy communication needs, including event coordination, news article topics, stakeholder newsletter content, Action Alerts, issue backgrounders, and related pieces for magazine or publications in conjunction with broader marketing team.
- Establish relationships with Directors and other stakeholders throughout the State of Indiana to facilitate successful policy or other related events including effectively managing stakeholder lists in database systems.
- Track time and budget to the respective organization activities, understanding checkoff vs policy engagement.
- Track and manage public affairs calendar of events and activities coordinating communications within the larger organizational activities calendar.
- Develop relationships with key state and federal legislators and their staffs'/committee staffs and regulators to effectively channel and articulate the objectives of the association.
- Coordination of public affairs activities across national and other state organizations to uncover and implement areas of optimization.
- Act as the funnel to organizations' technical resources and program directors for legislators and their staffs, committees, agency staffs and their regulators.

### **OTHER FUNCTIONS**

- As directed.

## **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 relevant discipline.
- Minimum 3 years of experience with legislative and regulatory groups, lobbying, coalitions, testimony, or related work.
- Strong writing ability.
- Strong verbal skills. Articulate. Concise.
- Proficiency using a computer and related business software including database software.
- Goal and results oriented with ability to organize work.
- Ability to use consensus building and trust/credibility maintenance is a must.
- Ability to work in a matrix structure which includes being resilient and flexible.
- Team player.

## **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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- This position requires 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.
- Travel within Indiana, out-of-state sometimes on short notice.
- 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.
- Must be able to lift to 25lbs.

