

## POSITION DESCRIPTION

**Title:** Manager of Compliance and Industry Relations  
**Report To:** Executive Director, Michigan Beef Industry Commission  
**Type of Position:** Part-time employment, approximately 20 hours per week.

### **General Responsibilities:**

- Coordinate and monitor all beef checkoff collections and compliance efforts for the Michigan Beef Industry Commission.
- Communicate with custom processors and direct to consumer marketers regarding checkoff requirements and available resources
- Interpret state & federal rules and regulations regarding the beef checkoff to collecting points. Monitor characteristics of collection points and purchasers of livestock, utilizing information to increase compliance.
- Coordinate with Executive Director and Administrative Manager to manage collection records and implement procedures as needed to resolve compliance problems.
- Perform compliance reviews and/or audits at individual collecting points throughout the year.
- Develop relationships with producers, livestock dealers, auction market operators, custom packers and others to facilitate participation in the checkoff system and ensure compliance with federal law.
- Conduct frequent presentations to producer groups and answer producer inquiries as it relates to the checkoff.
- Collect unpaid checkoff assessments from producers and collection points found to be in non-compliance and when possible, offer training and constructive feedback to assist them.
- Monitor industry issues, develop an understanding of industry trends, and serve as a resource to the organization on industry topics.
- Assist with outreach efforts for youth and producers regarding the beef industry and checkoff.
- Carry out other duties required by the Executive Director.
- Position requires travel approximately 50% of the time.

### **Qualifications and Skills:**

Must have significant knowledge and experience in the agricultural industry. A thorough understanding of the beef industry is required. Must be able to communicate effectively with all levels of company and industry representatives, verbally and in writing. Strong presentation skills are a must as industry presentations are required. Competencies include organization skills, being a self-starter and results oriented with a high degree of dedication and commitment to MBIC and the beef industry. Solid interpersonal skills and adept in Microsoft programs required. Ability to interact with industry representatives in a friendly, professional and personable manner.

### **Application Process:**

Candidates interested in this position must submit a cover letter and resume via email to George Quackenbush, Executive Director [gquackenbush@mibeef.org](mailto:gquackenbush@mibeef.org)

If you have any questions about the position, please call 517-347-0911 or email George Quackenbush.