

### POSITION DESCRIPTION

**Title:** Industry Relations Manager  
**Report To:** Executive Director, Michigan Beef Industry Commission  
**Type of Position:** Part-Time (0.75 FTE) With potential to transition to Full-Time

#### **General Responsibilities:**

- Manage MBIC industry relations with collection points, producers and other stakeholders for an effective collections/compliance and producer communications program in Michigan.
- Develop creative tools and messaging to communicate the success and impact of the beef checkoff to stakeholders.
- Develop relationships with stakeholders to ensure compliance with state and federal law.
- Stakeholders include cattle producers, direct marketers, meat processors, custom processors, auction markets, dealers, dairy producers, etc.
- Coordinate with Executive Director and Administrative Manager to manage checkoff collection and implement procedures to maintain compliance.
- Perform compliance reviews at individual collecting points throughout the year.
- Serve as a spokesperson for MBIC at various producer gatherings, events, etc.
- Perform administrative duties as needed to support the staff team and ensure stability of operations.
- Assist with consumer communications, youth outreach, and beef promotional events as needed.
- Carry out other job duties as assigned.
- Position requires a mix of time in office and in-state travel.

#### **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.