



Title: Research Associate Manager

Report to: Research Director

Purpose: The primary responsibility of the Research Associate Manager is to assist the Research and Marketing Departments with the communication, maintenance and deployment of the production and industry research conducted for the benefit of the U.S. potato industry. The Research Associate Manager works closely with Production Research and Marketing leadership, data providers, external researchers and industry stakeholders ensuring the availability, accuracy and usefulness of potato industry data. When needed, the Research Associate Manager oversees the execution of fieldwork including field trials both domestically and internationally.

Essential Job Duties and Responsibilities to support the Research Director:

- Assist the research and marketing departments in the planning, development, facilitation, analysis, maintenance and deployment of production and market research.
- Directly contributes to, and helps manage, the creation of research reports, and presentations and disseminates information through various channels.
- Work closely with the Meetings and Events Manager with scheduling, coordination, and facilitation of various meetings, following up on action items, as necessary.
- Collects, interprets, and analyzes data, writes reports, and makes actionable recommendations to support the potato industry.
- Helps communicate research insights to the U.S. potato industry through presentations, articles, and newsletters.
- Oversees seed variety research both internationally and domestically.
- Development and implementation of the Seed Export program.
- Calculates and reports domestic and International supply and utilization Supports the research and marketing departments with relevant, timely and accurate reporting to program stakeholders.
- Ensures the accurate and prompt collection of data generated in variety development programs.
- Coordinates variety development programs; maintains regular and accurate communication with trial coordinators, facility managers, shipping companies, nutrition laboratories and others.
- Research potato marketing opportunities, analyzing and reporting insights.
- Assists and corresponds with clients, customers, and vendors consistent with the mission and vision of Potatoes USA.
- Accurately tracks program spending according to established program budgets while proactively researching areas of discrepancies.
- Process approved invoices and ensure timely payment to vendors.
- Other duties as assigned.

Supervisory Responsibilities: None (will work with and help oversee the work of outside contractors)

Knowledge, Skills and Experience required (unless otherwise noted):

- Bachelor's or Graduate Degree with a minimum of five years' experience. Agriculture experience/background highly desired.
- Academic and practical experience with a wide array of agricultural data, new product, and research methodologies.
- Strong analytics skills with experience in statistical analysis.
- Exceptional written, verbal and presentation skills.
- Proficient with Excel, PowerPoint, and Microsoft Office software applications
- Good organizational, oversight and follow-up skills.
- Strong attention to detail and ability to regularly follow up with researchers.
- Ability to interpret and communicate technical information, both verbal and written.
- Must be a team player.
- Must have a problem-solver mentality.
- Must be able to prepare program material for communication to a wide range of audiences.

Working Conditions:

- Fast-paced work environment
- Travel required

Material and Equipment Directly Used:

- Personal Computer with MS Office software applications
- Multi-line telephone with voicemail
- Copy Machine
- Sage 100 Accounting Software

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

****Employees are held accountable for all duties of this job****