

Title: International Trade Manager  
Location: Cheyenne  
Division: Business Development  
Reports To: Business Development Director  
Position Status: Exempt  
June 2018

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Basic Purpose: Promotes and coordinates activities designed to advance and develop Wyoming's export markets, and foreign direct investment procurement efforts across all industries. Through an extensive network, the trade manager arranges, organizes and guides market expansion activities regionally, nationally and internationally for the Wyoming agriculture industry, Wyoming-made products and Wyoming professional services companies.

Essential Duties:

- Communicates with, manages and coordinates strategic planning efforts, and project execution with Wyoming's Taiwan-based international trade representative.
- Communicates and coordinates with Wyoming's international trade representative and Wyoming Business Council staff to market to/recruit/procure foreign direct investment opportunities for Wyoming.
- Coordinates international, and reverse trade missions.
- Helps coordinate international trade representative's familiarization tours of Wyoming.
- Helps coordinate foreign delegation visits to/tours of Wyoming.
- Manages Wyoming State Trade Expansion and Promotion (STEP) program, including fulfillment of US Small Business Administration (SBA) quarterly and annual reporting requirements. Also submits budget/plan adjustment requests, as necessary, to the SBA.
- Works with Wyoming Export program team (regional SBA office, Wyoming Department of Agriculture, Wyoming Business Resource Network, US Department of Commerce regional office, USDA Rural Development state office, etc.), Wyoming Business Council staff and private industry to develop annual STEP strategy/budget, and to submit annual STEP grant application.
- Manages professional association relationships (i.e. Western United States Agriculture Trade Association and United States Livestock Genetics Association).

Position Requirements:

- Any combination of education and experience equivalent to a bachelor's degree in agribusiness, finance, international trade, marketing, business or a related field, and a minimum of five years' experience in a professional setting.
- Experience with complicated schedules and managing multiple priorities from competing interests.
- Experience with keeping stakeholders and partners on task.
- Strong written and verbal communication skills.
- Professional marketing and promotion experience.
- Experience developing and fostering strong professional relationships.
- Ability to travel in-state, regionally, nationally and internationally.
- Work well both independently and as a member of a team.