

**Job Description  
Midwest Dairy Association**

**Job Title:** Manager, Research and Innovation

**Reports To:** Vice President, Agricultural Affairs

**Date:** September 2021

**Purpose:** The Research and Innovation Manager role is responsible for managing the relationships, programs, financial assets, and communication of outcomes of Midwest Dairy's research and innovation activities.

**KEY RESULTS AREAS**

<b>A.</b>	<b>Oversight and general management of Midwest Dairy resources provided to Midwest Dairy Foods Research Center (MDFRC) to ensure research outcomes achieve Midwest Dairy's research objectives</b>	<b>50%</b>
	<ol style="list-style-type: none"> <li>1. Responsible for working closely with the MDFRC and will be responsible for contributing to the development and distribution of dairy product/ingredient related external communications.</li> <li>2. Collaborate with MDFRC, and Dairy Management Inc. to develop specific plans to meet regional needs for training in food safety and quality.</li> <li>3. Execute MDFRC operational and strategic plan.</li> <li>4. Manage research budgets and oversee University research contracts, including small scale/short-term projects funded directly.</li> <li>5. Develop/Support Midwest Dairy relationships with industry partners and university contacts.</li> <li>6. Understand markets, industry trends, ingredient functionality, and emerging research.</li> <li>7. Assess available communication channels such as websites and MDFRC external collaboration and communication sites and contribute on updating sites for effective communication.</li> <li>8. Provide strategic representation with MDFRC to ensure innovation will increase demand of US dairy products and ingredients.</li> </ol>	*  *  *  *  *
<b>B.</b>	<b>Identify, develop, and manage implementation of third-party dairy innovation and acceleration programs on behalf of Midwest Dairy.</b>	<b>30%</b>
	<ol style="list-style-type: none"> <li>1. Responsible for identifying incubator and accelerator programs within Midwest Dairy region that advance dairy food and beverage entrepreneurship.</li> <li>2. Build a portfolio of incubator and accelerator programs across Midwest Dairy region.</li> <li>3. Manage relationships with the incubator and accelerator entities to ensure Midwest Dairy objectives are met.</li> <li>4. Manage budgets to support the programs to deliver innovative dairy entrepreneurs.</li> <li>5. Communicate outcomes of the programs and the benefits of Midwest Dairy investment in these programs to shareholders.</li> </ol>	*  *  *
<b>C.</b>	<b>Manage pre-competitive innovation efforts with cooperatives and processors. Processor Innovation Management</b>	<b>20%</b>
	<ol style="list-style-type: none"> <li>1. Build on current Cooperative and Processor Support (CAPS) program to incentivize and assist in dairy product and packaging innovation.</li> <li>2. Manage CAPS request for proposals and funding to ensure projects are meeting timelines and outcomes.</li> <li>3. Communicate outcomes of innovation investments with cooperative and processing partners through Midwest Dairy channels.</li> <li>4. Recommend emerging opportunities, trends and issues for consideration.</li> </ol>	*  *  *

\* = Essential Functions are defined as those functions that an individual who holds or desires the position must be able to perform unaided or with reasonable accommodation. Functions may be considered essential if:

1. the position exists for performance of the function
2. a limited number of employees can perform the function, and it, therefore cannot be reassigned; or
3. the function is specialized and requires certain expertise to perform it.

## **JOB SPECIFICATIONS**

### **QUALIFICATIONS**

- Minimum 5 years of relevant experience in Food/Life Sciences, Research, product innovation, preferably in the dairy industry.
- Masters Degree preferred in Food Science, Biology, Microbiology, Dairy, or related field.

### **BASIC KNOWLEDGE, SKILLS & ABILITIES REQUIRED**

#### ***Knowledge:***

1. Knowledge and understanding of dairy/food processing/formulation.
2. Knowledge and understanding of University Research and Innovation, including new product innovation and commercialization processes.
3. Knowledge of the global nature of the dairy marketplace and how domestic and international demand for products/ingredients impact one another
4. Knowledge and understanding of the current and emerging aspects of the dairy industry and how it relates to consumers.
5. Knowledge and familiarity of how business operations work and to be able to understand, analyze and develop communication/business strategies

#### ***Skills:***

1. Skilled at developing relationships through excellent interpersonal skills.
2. Skilled at listening, critical thinking, influencing, negotiating, and active learning.
3. Skilled at problem solving by determining/evaluating alternatives that would correct a situation.
4. Skilled at project management, delivering against objectives, budget and time while effectively managing resources both internally and with external vendors.
5. Skilled at the development and delivery of presentations.

#### ***Abilities:***

1. Ability to build relationships with potential and existing partners
2. Ability to think creatively and generate unique ideas/concepts from one's own thought, imagination or experiences.
3. Ability to make decisions by selecting a course of action while considering appropriate variables.
4. Ability to collaborate with others to arrive at a conclusion utilizing compromise, persuasion, rationale, and diplomacy.
5. Ability to gain internal and external support for ideas, proposals, projects in an approachable manner, encouraging and motivating others to provide input toward the solution
6. Ability to present both self and ideas, orally and in writing, using knowledge and the perspective of the audience so that they understand and accept the ideas/information as credible.
7. Ability to give attention to detail.
8. Ability to work independently or in a team environment.

**Physical Demands:** While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and finger, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop and kneel. Vision abilities required by this job include close vision.

**Work Environment:** While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is working in an office/home office environment. The noise level in the work environment is quiet to moderate.