

<b>Job title</b>	Associate Director/Director of Regulatory Affairs
<b>Reports to</b>	Vice President, USTMA Environment Health Safety & Sustainability (EHS&S)

### **Job purpose**

- Manage a portfolio of existing and emerging regulatory and policy issues related to EHS&S, including developing and fostering strong relationships with state and federal regulatory agencies.
- Develop and execute key program elements to support USTMA's scientific engagement and regulatory advocacy on issues related to EHS&S.
- Represent USTMA at industry, academic, government and NGO-sponsored meetings and conferences; represent USTMA before federal and state, legislative and regulatory proceedings on industry issues.

### **Duties and responsibilities**

- Identify, track, and analyze emerging policy issues and trends that may impact the U.S. and Canadian tire manufacturing industry.
- Advise and assist in the development of short and long-term regulatory strategies for the U.S. and Canadian tire manufacturers.
- Review and analyze scientific research, prepare technical information and collect data to support the development of regulatory comments, policy positions and strategic solutions on emerging and existing federal, state, and international EHS&S initiatives.
- Draft public comments on proposed regulations and guidance documents.
- Advise and assist in developing and executing scientific research initiatives.
- Build and maintain strong working relationships with federal and state regulators, academia, technical experts and other key stakeholders and participate in a variety of regulatory and stakeholder workshops and proceedings.
- Coordinate with technical consultants to support USTMA's EHS&S initiatives.
- Collaborate with USTMA's EHS&S and Public Affairs teams to develop and advance EHS&S initiatives and support the development of external and internal communications.
- Actively share information on key tire materials policy and scientific initiatives with global industry partner organizations and facilitate coordination on key tire material scientific topics.

### **Qualifications**

- Bachelor's degree required in chemistry, biology, environmental science, or related scientific field or commensurate work experience: relevant graduate degree a plus;
- Minimum of 5-7 years of relevant experience for Associate Director, 7+ years of experience for Director;
- Experience with federal and state regulatory processes and a variety of federal and state environmental laws and regulations; with a focus on the Toxic Substances Control Act and Clean Water Act;
- Ability to clearly communicate complex scientific information, regulatory actions, and industry perspectives to a wide array of audiences including USTMA members, regulators, and partners;
- Experience collaborating with cross-functional teams;

- Excellent organizational and project management skills; ability to juggle multiple responsibilities with high quality execution and performance in a fast-paced environment;
- Proven ability to cultivate and manage positive, collaborative relationships with internal team members and colleagues, and relevant external constituents, including federal and state agency personnel, academia, and other stakeholders;
- Ability to maintain confidentiality, and exercise discretion in sensitive USTMA matters and on policy and scientific issues;
- Experience with scientific research a plus;
- Understanding of tire compounding and tire materials or related chemistry a plus; and
- Experience developing consensus among large groups a plus.

### **Working conditions**

Cyclical workload based on committee meetings and regulatory and legislative filing deadlines. Periodic travel including four to six trips per year. Frequency of travel depends on governmental public meetings, hearings and industry meetings. The ability to travel domestically and internationally is required. Travel may be required on a weekend day in order to attend Monday meetings.

This position is based in Washington, DC. All applicants must have the ability and appropriate technology set-up to work from home, as USTMA employees work a hybrid schedule. Regular in-office days are Tuesday and Wednesday, with additional in-office days sometimes scheduled as needed.

### **Salary and Benefits**

Salary commensurate with experience. Associate Director: \$140,000-155,000; Director \$155,000-190,000. USTMA provides a highly competitive benefits package including generous paid leave and holidays; medical, dental and vision coverage; long- and short-term disability insurance; and 401(k) and other retirement benefits.

### **To apply:**

Submit cover letter and resume through [careers@ustires.org](mailto:careers@ustires.org).

*USTMA is an equal opportunity employer. Candidates of diverse backgrounds and experience are encouraged to apply.*

*Our culture is grounded in the values of collaboration, trust, passion and respect. We hire and thrive living these values, and so will the successful candidate.*

*USTMA is committed to protecting its employees and their families from COVID-19. To that end, USTMA requires all employees to provide proof of full vaccination against COVID-19, including all recommended boosters, with reasonable accommodations to any employee who cannot comply with this policy for a legally protected reason. USTMA employees must follow all applicable government, building and USTMA policies regarding COVID-19 mitigation, such as masking, distancing and quarantine.*