

Job title	Manager of Regulatory Affairs
Reports to	Vice President, USTMA Environment Health Safety & Sustainability (EHS&S)

Job purpose

Manage a portfolio of regulatory and policy issues related to EHS&S. Execute key program elements to support USTMA's scientific engagement and regulatory advocacy on EHS&S issues. Coordinate with USTMA staff, member company representatives, technical consultants, and outside stakeholders to advance USTMA's policy positions. Develop and foster strong relationships with state and federal regulatory agencies, and relevant industry groups and stakeholders.

Duties and responsibilities

- Work with VP, EHS&S and Director of Regulatory Affairs to identify, track, and analyze emerging policy issues and trends that may impact the U.S. and Canadian tire manufacturing industry.
- Assist in the development of short and long-term regulatory strategies for tire manufacturers operating in the U.S. and Canada.
- Collaborate with USTMA staff and members to support the development of regulatory comments and policy positions on emerging and existing federal, state, and international EHS&S initiatives.
- Manage member committees to develop consensus on EHS&S issues.
- Build and maintain strong working relationships with USTMA member company representatives, federal and state regulators, technical experts and other key stakeholders.
- 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.

Qualifications

- Bachelor's degree required in chemistry, biology, environmental science, public policy, or related field or commensurate work experience: relevant graduate degree a plus;
- 3-5 years of relevant experience;
- Experience with federal and state regulatory processes and a variety of federal and state EHS&S laws and regulations;
- Strong writing skills and an ability to clearly communicate complex scientific information, regulatory actions, and industry perspectives to a wide array of audiences;
- 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;
- Self-motivated with ability and experience working effectively both independently and as part of a high-functioning team;
- 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, and other stakeholders;
- Ability to maintain confidentiality, and exercise discretion in sensitive USTMA matters and on policy and scientific issues;

- Experience with technical and scientific topics a plus;
- Experience developing consensus among groups a plus; and
- Experience with web design and Drupal a plus.

Working conditions

Cyclical workload based on committee meetings and regulatory filing deadlines. Periodic travel including one to two trips per year. Frequency of travel depends on governmental, public, and industry meetings. 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 scheduled on an as-needed basis.

Salary and Benefits

Salary commensurate with experience: \$105,000-115,000. 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.

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.