

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 EHS&S team 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.
- Serve as issue lead for assigned topics, including developing workplans, timelines and recommendations for VP approval.
- Lead or support drafting regulatory comment letters and briefing materials, coordinating member and consultant input and managing internal review and approval processes on emerging and existing federal, state, and international EHS&S initiatives.
- Plan and facilitate the Association's member committees, including development of agendas and materials to develop consensus on EHS&S issues, with a focus on chemicals.
- Build and maintain strong working relationships with USTMA member company representatives, federal and state regulators, technical and scientific experts among other key stakeholders.
- 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 and legislative priorities.

Qualifications

- Bachelor's degree required in chemistry, biology, environmental science, environmental policy, or related field or commensurate work experience: relevant graduate degree a plus;
- 3-5 years of relevant experience: work undertaken during a graduate degree may be considered depending on relevancy;
- Experience with federal and state regulatory processes and a variety of federal and state EHS&S laws and regulations; experience with the Toxic Substances Control Act or similar chemical regulations a plus;
- Strong writing skills and an ability to clearly communicate complex scientific information, regulatory actions, and industry perspectives to a wide array of audiences;
- Demonstrated experience working with complex scientific and technical information;
- Strong strategic and analytical thinker with a proven ability to anticipate trends, see the big picture, and prioritize projects and issues accordingly;
- 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; and
- Experience developing consensus among groups 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.