



Innovative Products For **Home. Work. Life.**

Household & Commercial Products Association (HCPA)

Organization:

The Household & Commercial Products Association (HCPA) is a Washington, D.C.-based trade association, representing companies that manufacture and sell \$180 billion annually of trusted and familiar products used for cleaning, protecting, maintaining, and disinfecting homes and commercial environments. HCPA member companies employ 200,000 people in the U.S. whose work helps consumers and workers to create cleaner, healthier and more productive lives.

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| Job Title: | Manager, Regulatory Affairs |
| Department: | Scientific & Regulatory Affairs |
| Reports To: | Executive Vice President, Scientific & Regulatory Affairs |
| FLSA Classification: | Exempt |
| Job Location: | Washington, D.C. |
| Salary Range: | TBD |

Position Summary

HCPA is seeking a **Manager of Regulatory Affairs** with experience in managing chemical products programs. Under the direction of the Executive Vice President, Scientific & Regulatory Affairs, the **Manager of Regulatory Affairs** is responsible for regulatory activities affecting member company products at the federal and state levels.

Essential Duties and Responsibilities

The **Manager of Regulatory Affairs** will be responsible for overseeing regulatory activities. In addition, the position will have a broad range of responsibilities including, but not limited to:

- Work to strengthen relationships with allied trade associations, industry coalitions, NGOs, and elected officials.
- Develop policy statements and submit written comments in response to state and federal agency regulatory proposals conveying the policies and positions adopted by the Association.
- Participate in meetings with key government officials to negotiate regulatory policies consistent with the policies and positions adopted by the Association.
- Monitor and track regulatory activity pertaining to the household and commercial products industry.
- Understand new or amended regulations and communicate them to member companies as appropriate.
- Staff regulatory committees, division(s), and task forces comprised of member companies working on current industry issues.
- Plan and deliver regulatory programs at all HCPA and affiliate sponsored meetings.
- Attend HCPA's Mid-Year and Annual Meetings.

Education and Qualification Requirements

- Bachelor's Degree or higher (Master's preferred) in a technical, scientific, or related field with a minimum of 3-5 years of experience.
- Collaborative and team-oriented professional able to successfully interact with staff members, association members, Board of Directors, and other key stakeholder organizations. Trade association experience in a paid or volunteer capacity is a plus.
- Experience working with agencies and organizations that develop codes, standards, regulations, or legislation is preferred.

Knowledge, Skills, and Abilities

- Must have excellent writing and communication skills.
- Must have demonstrated ability to speak to large audiences.
- Must have demonstrated ability to organize large projects and stakeholder groups.
- Strong interpersonal skills (communication, teamwork) and personal effectiveness skills (decision making, time management).
- Team player that will positively contribute to the collaborative and fun culture of the organization.
- Self-starter with the ability to work in a fast-paced office environment.
- Must be flexible and able to manage multiple responsibilities.
- Proficient with MS Word, PowerPoint, and Excel, as well as legislative tracking software platforms.
- Knowledge of manufacturing industries and business operations a plus.
- Serve as the staff expert on state level implementation of the Clean Air Act and VOC regulations.

Supervisory Responsibilities

There are no supervisory responsibilities.

Travel Requirements

Overnight travel with extended stay to the Mid-Year Meeting and Annual Meeting is required.

Travel as needed to various states to attend meetings with members and attend regulatory meetings and hearings is required. Other travel as business needs dictate.