



<b>Title</b>	Manager, Regulatory Affairs
<b>Department</b>	Government Affairs
<b>Reports to</b>	Director of Government Affairs
<b>Hours</b>	9:00 am – 5:00 pm
<b>Location</b>	Washington, DC; Rosemont, IL; Remote (Flexible)

### **Job purpose**

ISSA – The Worldwide Cleaning Industry Association is looking for a self-motivated, savvy, task-oriented individual with regulatory experience to join our Government Affairs team. This Manager of Regulatory Affairs is responsible for managing regulatory activities affecting ISSA-member companies and their products at the federal and state levels. This individual will work closely with our government affairs team to track, lobby, and educate on regulatory matters impacting the cleaning industry.

ISSA is a nonprofit trade association that represents the entire cleaning industry including over 10,500 manufacturers and distributors of cleaning products and supplies as well as cleaning service providers.

### **Description**

The Manager of Regulatory Affairs will be responsible for leading ISSA’s regulatory efforts, and will focus on the activities of OSHA, EPA, FDA, and comparable state agencies that impact the cleaning industry.

The Manager of Regulatory Affairs will oversee the association’s 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, regulators, 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.
- Engage and manage ISSA’s Regulatory Affairs Committee.
- Monitor and track regulatory activity pertaining to the entire cleaning industry.
- Understand new or amended regulations and communicate them to member companies as appropriate.
- Plan and execute a calendar of regulatory programs of interest and value to our members.
- Update and add to ISSA’s database of regulatory compliance documents.
- Communicate and liaise with ISSA members on planned and ad-hoc bases.

## **Education and Qualification Requirements**

- Bachelor's Degree or higher in a technical, scientific, or related field with a minimum of 3-5 years of experience working on regulatory issues.
- 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 is a plus.
- Experience working with EPA, FDA, OSHA, or other similar regulatory bodies at the federal and state level is a plus.
- Interest in issues such as sustainability, chemical regulations, product stewardship, labor issues, and the importance of clean and healthy workplaces.

## **Knowledge, Skills, and Abilities**

- Must have excellent written and verbal communications skills.
- Must have demonstrated ability to present complicated and detailed information in an understandable way to non-experts.
- Strong interpersonal skills (communication, teamwork) and personal effectiveness skills (decision making, time management).
- Self-starter with the ability to work in a fast-paced and ever-changing 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 the cleaning industry or business operations is a plus.

## **Travel Requirements**

Overnight travel with extended stay to the ISSA Clean Advocacy Summit, ISSA Show North America, and regulatory workshops may be required.

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

## **Direct reports**

No direct reports.