



<b>Title:</b> Manager of Market Access & Trade Policy	<b>Date Reviewed:</b> Feb. 2019
<b>Supervisor &amp; Title:</b> Director of International Policy and Trade	

**Position Summary:**

Provide support to AFIA’s director of international policy and trade on international trade regulatory and policy initiatives and in industry representation for AFIA members engaged in international trade. Work as a member of the organization’s trade policy team and independently to advance the development, implementation and communication of the organization’s trade policy goals and activities. The goal of this position is to support the industry through the pursuit of trade-related policies that are in the best interests of expanding U.S. exports in the sector.

**Position Responsibilities:**

**Trade Policy**

- Provide support to the director of international policy and trade, and the manager of government affairs, in order to further their efforts to educate regulatory agencies, Congress, the Administration, state officials, and organization members, as well as to support the industry’s engagement with other U.S. and foreign associations and companies working on trade policy issues of mutual interest.
- Perform support activities as needed to execute organization’s trade policy pursuits.
- Assist in coordinating, communicating, and representing the organization’s positions and policies aimed at policy makers and other organizations/companies relevant to achieving the industry’s trade policy goals.

**Global Regulatory Affairs**

- Support in monitoring and addressing global non-tariff/regulatory issues as they relate to maintaining or gaining market access.
- Support working with relevant U.S. government agencies to address global non-tariff/regulatory issues.
- Develop and maintain alliances with appropriate industries, other associations and industry partners to address global non-tariff/regulatory barriers.
- Support department’s efforts to keep industry informed of developments, develop and disseminate information, and respond to member questions.

**Global Funding Programs**

- Support submission and administration of U.S. Department of Agriculture’s Foreign Agricultural Service (USDA FAS) export program funding proposals .
- Support implementation and management of programs supported with these funds.
- Review and confirm all USDA/FAS program expenses.
- Review all USDA/FAS activity files, progress reports, success stories, program evaluations and reimbursement claims for USDA/FAS program.
- Understand and maintain rules and regulations regarding USDA FAS funding programs.

- Coordinate logistics for program activities
- Responsible for supervising all financial transactions and documentation of the UES plan for accuracy and compliance to USDA/FAS rules and regulations.
- Review all USDA/FAS activity backup files, progress reports, success stories, program evaluations and reimbursement claims and all reports required by USDA/FAS under their export market access program.
- Understand and maintain the USDA/FAS rules and regulations regarding the export programs.

### **Global Analysis and Data Collection**

- Provide support for director of international policy and trade to develop strategy, presentations, reports, data compilation and various documents.
- Craft written materials and gather information in order to succinctly synthesize its contents.
- Coordinate requests from and communicate with organization members.
- Participate as necessary in communications and meeting/events strategies.
- Work as a member of the team or independently as needed on other projects within the organization's portfolio of activities including communications, event execution, etc.
- Conduct analysis of and projections for export market data.
- Monitor global trends, changes and opportunities relevant to U.S. animal food exports.
- Support development and maintenance of informational tools on importing/exporting animal food for membership.
- Provide support for the International Trade Committee, Member Interest Group and task forces.

### **Knowledge and Experience:**

- BS/BA or MS/MA or equivalent of 3-5 years of experience pertaining to trade or international public policy.
- Technical qualifications should include experience in market research and development.
- The individual should demonstrate effective communication skills, both oral and written, and experience in developing and administering budgets.
- Ability to investigate, analyze and comprehend regulations, policies and trade data.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Sound writing and public speaking skills.
- Prior experience working in agribusiness, trade associations or governmental organizations is a plus.
- Prior experience in grant/proposal writing and project management is a plus.

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### **Location:**

Arlington, VA

### **Deadline to Apply:**

Friday, April 5 at 5 p.m. Eastern time

**How to Apply?** All interested individuals should send a cover letter and resume to AFIA's Director of International Policy and Trade, Gina Tumbarello, at [gtumbarello@afia.org](mailto:gtumbarello@afia.org), with the subject line: "Application for AFIA's Manager of Market Access & Trade Policy".

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