

DIRECTOR, REGULATORY AFFAIRS

RENEWABLE FUELS ASSOCIATION

The [Renewable Fuels Association](#) (RFA) is a 501(c)(6) non-profit trade association seeking a qualified professional for the position of **Director, Regulatory Affairs**.

RFA is the leading national trade organization representing U.S. ethanol producers, as well as affiliated businesses and organizations across the renewable fuels value chain. RFA's mission is to drive growth in sustainable renewable fuels and biproducts for a better future.

The **Director, Regulatory Affairs** is responsible for the development and implementation of a broad range of federal, state, and international regulatory strategies and tactics to support the association's mission and objectives. This position is also responsible for providing guidance and support to RFA member companies on pertinent regulatory developments and requirements. The position is based in RFA's Washington, D.C., office *or* RFA's headquarters office in the St. Louis area. The Director, Regulatory Affairs reports directly to the Senior Vice President, Government & Public Affairs, but also works closely with other Government Affairs staff and the CEO.

DUTIES AND RESPONSIBILITIES

- Serves as RFA's lead staff person for interactions and engagement with regulatory agencies including the U.S. Environmental Protection Agency, U.S. Department of Energy, U.S. Department of Treasury, U.S. Department of Agriculture, and other federal bodies. Leads engagement, as necessary, with state agencies and international regulatory bodies.
- Monitors, evaluates, and interprets regulations, regulatory proposals, agency guidance documents, and other pertinent information from regulatory agencies. Distills and summarizes key points and considerations and communicates those to RFA members.
- Leads RFA's response to proposed regulations, notices, and guidance documents, including preparation of detailed written comments and supporting materials/analyses. Leads engagement with agencies during the public phase of regulatory development processes (i.e., in-person and virtual meetings, public hearings, etc.).
- Oversees regulatory projects undertaken on RFA's behalf by outside consultants, technical experts, and legal advisors.
- Coordinates with coalitions, allied stakeholder groups, and other industry organizations on critical regulatory matters of mutual interest.
- Serves as a resource to RFA member companies on regulatory compliance issues and related technical matters.

SKILLS, EXPERIENCE AND ABILITIES

- Excellent writing and editing skills are required. Technical, regulatory, or legal writing experience preferred.
- Strong interpersonal communication and presentation skills are required.
- Demonstrated ability to simplify complex subject matter and technical material into concise, straightforward information for consumption by a variety of audiences.
- Able to work effectively as part of an integrated team, while also demonstrating the ability to take initiative and work independently.
- Strong time management skills, attention to detail, and demonstrated ability to meet deadlines.
- Basic data analysis skills preferred.
- Basic knowledge and familiarity with fuels, energy, and agriculture policy and regulatory issues preferred.
- Ability to travel on limited basis (approximately 10%).
- Advanced proficiency in Microsoft Office tools, including Word, excel, PowerPoint, and Outlook.

EDUCATIONAL REQUIREMENTS

- **Bachelor's Degree required**
- **Master's Degree or Juris Doctorate Degree preferred**
- **Preferred field(s) of study:** *Public policy, public administration, engineering, life sciences, legal studies, or business*

APPLYING FOR THE POSITION

- Please submit cover letter, resume and 2-3 writing samples to Jobs@ethanolrfa.org.