Manager of Regulatory and Technical Affairs

The American Frozen Food Institute (AFFI) is seeking an ambitious and qualified professional to manage its regulatory and technical affairs.

Headquartered in McLean, Va., with a growing membership of more than 500 companies representing every aspect of the $70 billion frozen food sector, AFFI advocates on behalf of the frozen food industry in the legislative and regulatory arenas, and communicates the value of frozen food products to policy makers and consumers.

Under the supervision of AFFI’s Senior Vice President of Regulatory and Technical Affairs, the manager will interact with federal regulatory agencies such as the Food and Drug Administration (FDA), U.S. Department of Agriculture (USDA) and Environmental Protection Agency (EPA), as well as other entities engaged with the food industry (e.g., academia, industry and consumer groups).

The successful candidate will have:

- A Bachelor of Science (or equivalent) in food science or related field, with a graduate degree preferred
- Familiarity with federal food regulations (food safety, nutrition, labeling, etc.) and the regulatory process
- Strong written and verbal communications skills
- Ability to handle multiple projects and prioritize work to meet deadlines
- Collaborative attitude and desire to work in a team environment
- Willingness to travel for offsite meetings

The specific duties for this position are:

- Keep members apprised of regulatory and technical issues, and respond to member questions in an informative and timely manner
- Interface with regulators on issues important to the frozen food industry, and prepare comments in response to regulatory proposals
- Remain knowledgeable on emerging food safety, nutrition, labeling and other food-related matters
- Represent the Institute at various industry, regulatory and trade association gatherings
• Represent the industry in the international arena, including Codex Alimentarius
• Manage various association committees and industry coalitions
• Serve as a scientific and technical resource for the Frozen Food Foundation and other affiliated entities

Compensation is commensurate with experience, and includes a robust benefits package and performance incentives.

Please send a cover letter and resume to AFFI Chief Administration Officer Kathleen Greco at careeropps@affi.com. For more information about AFFI, please visit www.affi.org.