

**U.S. Industrial Pellet Association**  
**Richmond, VA**

**POSITION:** Vice President, Policy and Operations

**INTRODUCTION:** USIPA is a 501(c)6 tax-exempt trade association representing the interests of industrial wood pellet manufacturers and companies involved in the bioenergy supply chain. Industrial wood pellets are a form of renewable energy manufactured in the US and exported around the world for use by electric power generators. For more information, please visit [www.theusipa.org](http://www.theusipa.org).

**REPORTS TO:** USIPA Board of Directors

**LOCATION:** Remote

**SUMMARY:** The Vice President, Policy and Operations will have two main areas of responsibility; association operations and international policy and will oversee USIPA management, including member relations, budgeting, and operations.

The Vice President will track and coordinate public policy and regulatory issues before governments in the EU, UK, and Asia and will be required to review and analyze policy on bioenergy, forestry, and climate, determining impact to USIPA members. The Vice President will work with USIPA Members, third party consultants (law/lobbyists), and develop strategies to advance or oppose various policies. This person will need to represent USIPA before various governments and become an authoritative voice on all policies related to industrial wood pellets and link US stakeholders with overseas policymakers. The Vice President will manage consultants across multiple time zones and be available for calls and meetings domestically and abroad.

The Vice President will be responsible (in the interim) for managing USIPA's financial books, collecting dues, paying vendors, coordinating USIPA meetings and Board of Directors meetings.

The Vice President shall have 10-15 years of professional experience working in either public affairs, public policy, legal reform, association management, or communications. Preferably with a focus on energy, renewable energy, climate change, forestry, international trade or sustainability. Not required, but knowledge of the government and regulatory processes of the United Kingdom, the European Union, Japan, or the United States is desirable. Strong verbal and written skills and advocacy skills are necessary and the ability to multitask and build and manage relationships with stakeholders. Ability to influence policy debate and advocate for a common position and compromise on behalf of common interests is also necessary.

The ideal candidate would be a strategic thinker, a strong writer, able to understand and interpret complex policy, comfortable working across diverse cultures and an entrepreneur who thrives in an energetic and dynamic organization.

The Vice President can be remote, with frequent travel to Washington, DC, the EU, UK, and occasionally Asia.

Competitive salary and full benefits, including health insurance, are included in the compensation package.

## **RESPONSIBILITIES:**

### Policy

- Oversee and coordinate policy campaigns and policy consulting teams in UK, Europe, and Japan.
- Advise on campaign and policy strategy.
- Ensure all USIPA members are represented in each campaign.
- Analyze regulatory policy, develop USIPA positions on proposed policies.
- Serve as the public face of USIPA to policy makers and directly engage with international policy makers, US government, etc.
- Keep members and Board apprised of policy developments through work group calls, emails etc.
- Coordinate responses to consultations with members and write/submit consultation responses.
- Coordinate with partner associations on policy engagement, general activities.

### Operations

- Coordinate and run USIPA Board meetings, Sustainability Work Group meetings, and other adhoc subcommittees, and keep minutes.
- Manage USIPA budget, and all accounts, payments, and invoicing.
- Manage USIPA member relations, general membership communications.
- Arrange for yearly SCC filings, tax filings, and D&O insurance coverage.
- Ensure compliance with anti-trust and anti-competition laws.

To apply, please send your CV to [tfitts@USIPA.com](mailto:tfitts@USIPA.com).