

USCIB POSITION DESCRIPTION

Director, Investment, Trade and China

Posting Date: January 14, 2021

Reports to: Senior Management

Description

The Director will coordinate and manage USCIB engagement and advocacy on investment, trade, financial services, and competition/anti-trust policy issues and will also provide support for USCIB involvement on China and APEC issues. The Director will be responsible for issues management, policy development, secretariat support to the relevant USCIB committees and working groups and participate in membership development activities.

Qualifications

- MBA, Law degree or Masters in a field related to international economics or international affairs.
- Experience working on investment and trade related policy matters also required.
- Candidates should be U.S. citizens.
- Chinese language fluency a plus
- Familiarity with or experience in the U.S. government and/or international organizations desirable
- When travel and face to face meetings are possible, willingness/ability to travel internationally

To Apply

Candidates should e-mail a resume and cover letter with salary history by January 29, 2021 to Mr. Chris Olsen at resume@uscib.org. More information on USCIB is available at www.uscib.org.

General Description

- We are seeking an individual with 3-5 years' experience working on policy issues in the areas of international investment, trade and financial services, and competition who will proactively engage with member companies and government officials to sustain and grow USCIB's leadership position in these areas.
- The individual will provide innovative thinking on issues related to trade, cross-border investment, global financial services, and competition and help build industry consensus for positions that will facilitate the business of our members in markets around the world (WTO, FTAs, supply chain resilience, etc.). The individual will also have experience in these issues in the Asia Pacific (APEC) and China contexts.
- Work with our membership base, represent USCIB in meetings of *Business at OECD* (BIAC) and the International Chamber of Commerce (ICC) on investment, trade, financial services, and competition issues, and coordinate with USCIB's Corporate Responsibility and Labor Affairs Committee on the implementation of the OECD Guidelines and other voluntary codes as they impact cross border investment, trade, financial services, and competition.
- Possess excellent interpersonal skills, including listening and advocacy skills, with a demonstrated ability to work with and energize members in advancing USCIB positions on investment, trade, financial services, and competition issues, and to collaborate and

coordinate with other business organizations examining similar issues. He/she will also have knowledge and experience of how the USG addresses trade, investment, financial services, and competition issues and be able to translate his/her experience to the benefit of the organization.

- The successful applicant will have experience in government (e.g., such agencies as the Departments of State, Commerce, Treasury, the Office of the U.S. Trade Representative or relevant Hill Committee) or in the private sector, dealing with international economic issues and with the U.S. Government both in Washington and abroad. An established network of contacts around the USG and among other relevant opinion leaders is important. Experience in dealing with foreign governments, foreign business associations, and international organizations or institutions is also important. In addition, the ideal applicant should have good representational skills. A law degree, MBA, or graduate degree in a field related to international economics or international affairs is required.
- Ability to collaborate on cross-cutting issues involving trade, investment, financial services, China and competition matters across customs, environment, tax and other issues areas, with other USCIB issue leads and relevant Committees

Specific Responsibilities:

Policy/Issues Management

- Identify and track issues of concern to the business community and bring these to the attention of USCIB management and membership. Where appropriate establish USCIB leadership on key issues of concern to members.
- In consultation with committee members, draft USCIB policy positions and statements, and other work products drawing on established USCIB positions.
- Initiate and ensure timely representation of USCIB views to appropriate audiences (e.g., U.S. and foreign governments, international organizations, media), and coordinate follow-up where necessary.
- Prepare committee action plans and periodic progress reports of accomplishments.
- Report on committee activities for USCIB's website and publications.
- Facilitate the development of consensus views among USCIB members on complex, fast-moving and potentially divisive issues.
- Develop and assist in organizing conferences, seminars and other events on investment, trade, financial services, and competition policy issues

Working with International Organizations

- Help to ensure strong U.S. representation, direction and leadership in the policy work of the USCIB affiliates ICC, IOE and BIAC.
- Develop and maintain strong relationships and channels of communication with ICC, IOE, BIAC, and OECD Secretariat staffs.
- Represent USCIB at BIAC/OECD, ICC and IOE/ILO and other meetings as required, and help to prepare and provide staff support for member participation in those meetings.

Committee Administration

- Work with committee officers to schedule and plan committee meetings, including drafting agendas and securing outside speakers.
- Procure and distribute informational materials to committee members as appropriate; disseminate meeting materials, including meeting minutes, in a timely fashion.

Representation

Establish contacts and maintain ongoing liaison with:

- Staff counterparts in international affiliated organizations.
- Staff contacts in intergovernmental organizations.
- Executive Branch and Congressional staff.
- Other U.S. general and sectoral business associations.
- Media representatives.

Marketing/Communications/Membership Development

- Effectively engage committee members by staying abreast of their corporate interests, positions, and concerns.
- Work with members and the USCIB Membership Department on an ongoing basis to engage members in committee activity and work to demonstrate the value to specific companies of continued USCIB membership.
- In cooperation with Membership Department, generate interest in USCIB by identifying prospective member companies and demonstrating to them the value of USCIB policy work.
- Help to prepare marketing/communications materials, including press releases, as appropriate.
- On a continuing basis, seek ways to develop and present USCIB services in a manner responsive to dynamic changes in market and regulatory conditions.