

Director of Regulatory Affairs / Senior Attorney
POSITION DESCRIPTION

Position Summary:

We are seeking an experienced and strategic Director of Regulatory Affairs / Senior Attorney to support and lead critical policy and regulatory engagement efforts at the federal and state level. The ideal candidate will hold a Juris Doctor (JD) and have a strong background in navigating complex regulatory frameworks, with direct experience engaging federal agencies such as the National Highway Traffic Safety Administration (NHTSA), Environmental Protection Agency (EPA), and Federal Trade Commission (FTC).

This role requires a deep understanding of the U.S. legislative and regulatory process, a proven ability to build trusted relationships across government institutions, and the strategic insight to align policy goals with the company's business objectives.

Key Responsibilities:

- Serve as a key advisor on federal regulatory and legislative matters, particularly related to automotive regulation, transportation safety, environmental policy, and consumer protection.
- Develop and execute federal advocacy strategies to influence legislation and regulation that impacts the aftermarket industry.
- Spearhead relationships with federal agencies (e.g., NHTSA, EPA, FTC), congressional staff, and relevant industry coalitions.
- Monitor and analyze federal and policy developments and emerging issues; provide regular updates and strategic recommendations to Association membership.
- Draft policy briefs, regulatory comments, and legislative testimony.
- Assist in building and maintaining relationships with key policymakers, trade associations, and third-party allies.
- Support the Senior Vice President of Government Affairs in high-level strategic planning and issue management.
- Report to General Counsel and review legal matters as requested.

Qualifications:

- **Juris Doctor (JD)** from an accredited law school.
- Minimum **7–10 years of experience** in government affairs, regulatory law, or public policy, including substantive interaction with federal agencies such as **NHTSA, EPA, and FTC**.
- Strong knowledge of federal regulatory processes and administrative law.
- Demonstrated success in influencing policy outcomes or managing complex regulatory issues.
- Excellent written and verbal communication skills, with the ability to convey technical and legal information to a range of audiences.
- Strong political acumen, judgment, and strategic thinking.

- Experience working in or with the automotive, technology, or energy sectors is a plus.
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Preferred Experience:

- Capitol Hill, federal agency, or in-house corporate government affairs background.
 - Active bar membership in at least one U.S. jurisdiction.
 - Existing relationships with key federal agency officials or congressional staff.
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This job may be performed in an office environment or remote location but shall be based in the DC metro area. Travel is typically required multiple times per year to participate in various meetings and/or to attend organization functions.

Why Join Us:

At Auto Care Association, we recognize and appreciate that each employee's unique experiences, perspectives, and viewpoints add value to our ability to create and deliver the best possible service, technical assistance, and research to members and partners.

Our Core Values of Teamwork, Curiosity, Integrity, and Fun (TCIF) help to create an environment where all employees feel valued, included, and empowered to do their best work, and bring great ideas to the table. We operate as one team, accountable to one another and grow stronger by sharing knowledge, collaborating, and working toward common goals. We embrace change and constantly strive to be better through seeking out information and learning from one another. We lead by example and do what's right, even when no one is looking. We also very much enjoy our time at work by creating opportunities to have fun and develop friendships.

If you are a dynamic professional with shared beliefs and the above qualifications, we would like to hear from you.

Please send your resume and cover letter to: Lea Diamond, Senior Vice President of People Operations at autocarejobs@autocare.org.