

POSITION DESCRIPTION

Senior Director for International Programs and Policy

POSITION DESCRIPTION SUMMARY:

The Senior Director, International Programs and Policy, is responsible for managing and implementing ASTA's international programs and activities. This includes, but is not limited to, designing ASTA's Unified Export Strategy under the USDA Cooperator Program and the association's international policy initiatives, including developing trade policy and managing participation in regional/international seed associations. This position is part of the ASTA Domestic and International Policy Team.

RESPONSIBILITIES:

- Design ASTA's United Export Strategy (UES) under USDA's Foreign Agricultural Service Cooperator Programs (MAP, FMD, ATP). With the assistance of the Manager, International Programs (Manager), allocate the budget and manage contracts for ASTA's UES programs while maintaining compliance with USDA's regulations. Work with the COO on the financial aspects of the ASTA UES.
- Plan the activities of the ASTA International Executive Committee (IEC), which provides input and guidance for the association's priority issues and markets for the UES development and other international program planning. This includes ASTA's participation in the International Seed Federation and regional seed associations.
- Hire and manage contractors relevant to ASTA's international activities, including in-country contractors and subject matter experts.
- With the assistance of the Manager, oversee ASTA sponsored trips of foreign visitors to the US, and plan overseas workshops, meetings, and virtual events to advance policy goals.
- With the assistance of the Manager, serve as staff liaison to Country Working Groups which provide input into specific activities in identified priority markets.
- Represent ASTA and advocate for priorities through membership on agriculture coalitions and regional/international seed association committees.
- Maintain regular communication with the FAS, including Embassy staff, and all relevant external publics to ensure the viability and continuity of ASTA's "cooperator" status and administration of its market development programs.
- Develop the association's international trade policy positions and, in coordination with ASTA's Senior Director, Government Affairs, advocate for ASTA's international trade positions with the U.S. government, including those related to the negotiation of trade agreements and trade barriers.
- Working with ASTA's Vice President of Strategic Communications, keep membership apprised of all international activities through newsletters and information memorandums.
- Assist members with international marketing and regulatory problems and inquiries.
- Supervise the Manager, International Programs.

- Significant international and domestic travel expected.
- Act as staff liaison for identified ASTA committees.

QUALIFICATIONS:

- Self-starter who works effectively under minimal supervision.
- 5+ years' experience in an international business/policy environment, including working with international clientele; excellent cross-cultural skills.
- Knowledgeable in the administration of Foreign Agricultural Service/USDA cooperator programs a plus.
- Bachelor's degree in international Affairs, Agriculture or Agricultural Economics/Marketing preferred; advanced degree in these disciplines a plus.
- Excellent verbal and written skills required.
- Willingness to work within a team setting.
- Demonstrated ability to prioritize work and consistently meet very demanding and strict project deadlines.
- Proven record of customer service – through work with clients, trade associations, and/or public service.
- Knowledge of domestic and international institutions and organizations relevant to the U.S. seed industry desirable.

REPORTS TO:

Vice President, Scientific Affairs and Policy

This position is exempt