



U.S.-KAZAKHSTAN BUSINESS ASSOCIATION

RECRUITING NOTICE: Director, U.S.-Kazakhstan Business Association

The **U.S.-Kazakhstan Business Association** (USKZBA) is seeking a full-time Director to manage the association's work and represent the organization in all its activities.

About USKZBA

USKZBA is an independent, non-profit organization that promotes U.S. economic and commercial cooperation with Kazakhstan. Since 1999, USKZBA has engaged industry leaders and policymakers from the United States and Kazakhstan to foster a positive business and investment climate in Kazakhstan, one which enables companies to be productive and the country to grow and prosper.

USKZBA seeks to evaluate and help shape policy directions that facilitate economic competitiveness and a productive business climate in Kazakhstan through dialogue with U.S. and Kazakhstani government leaders. It encourages dialogue between visiting Kazakhstani officials and U.S. government counterparts and provides a forum for the exchange of views and information between U.S. and Kazakhstani business and government leaders. Finally, USKZBA furnishes timely information and analysis to members regarding the investment climate, business practices, and governmental initiatives and policies in Kazakhstan.

USKZBA is managed by the National Foreign Trade Council (NFTC), a leading U.S. business association dedicated to advancing global commerce and advocating an open, rules-based global trading system.

About the Position

The USKZBA Director position is based in the Washington, DC headquarters of NFTC. The incumbent is an employee of NFTC whose role is dedicated exclusively to USKZBA activities. The incumbent works collaboratively under the supervision of the USKZBA Board and the President of NFTC.

Major responsibilities of this position include:

- Managing the daily operations of the organization;
- Helping to promote the business interests of USKZBA members in Kazakhstan and to resolve problems they experience in their dealings with the country;
- Organizing and staffing quarterly meetings with the USKZBA Board and other special Board meetings or activities;
- Maintaining regular liaison with the Ambassador of Kazakhstan and other members of the Embassy of Kazakhstan staff;

- Organizing USKZBA events and providing content and logistics support for such event;
- Working in collaboration with NFTC management and the USKZBA board to retain and attract sufficient membership to sustain the organization;
- Tracking English and foreign language media about Kazakhstan and providing regular updates to USKZBA members;
- Developing and maintaining relationships with policy and academic experts on Kazakhstan;
- Monitoring and summarizing information on U.S. public policy developments relating to Kazakhstan;
- Attending briefings and other conferences relating to Kazakhstan and producing written summaries;
- Monitoring developments concerning Western businesses operating in Kazakhstan;
- Researching and writing in-depth USKZBA reports on business-relevant aspect of Kazakhstani politics or economics;
- Managing, in collaboration with NFTC, the budget and financial affairs of USKZBA, including invoicing and disbursement of funds;
- Carrying out other administrative management functions, including maintenance of the association's databases and website.

Qualifications for this position include:

- Bachelor degree required, graduate work a plus;
- Background in Central Asia issues;
- General professional proficiency in Russian strongly preferred (reading equivalent to 3 on the
- ILR scale);
- Strong commercial and policy research skills and ability to synthesize information and write well;
- Self-motivated professional able to work independently and as a member of a team;
- Experience handling event logistics; strong organizational skills and attention to detail;
- Excellent internet and computer skills.

To apply, send a resume, cover letter, and writing sample of 3 pages or less to recruitment@nftc.org

Applications will be accepted until the position is filled, for a start date as early as May 1, 2020.

The NFTC is an equal opportunity employer. Applicant must have the legal right to reside and work in the United States. Salary is commensurate with experience. Generous benefits package includes health insurance, dental insurance, paid vacation, and retirement plan.