



Contract Job Opportunity

Company	Gateway Recruiting LLC
Job Title	Export Control Jurisdiction & Classification Manager
Location	Arlington, VA New York, NY
Compensation	\$165,000 - \$195,000 Base Salary
Relocation Assistance	Relocation Assistance Available

Job Description / Responsibilities / Requirements

Summary:

This role provides the opportunity to work with projects driving innovation in astrophysics instrumentation and contributing to the strategic development of new resources for the future of space exploration. The successful candidate will play a critical role through the support of export classification for a variety of projects with export control sensitivities.

Reporting to the Director of Global Trade Compliance, this role will support export classification across all company entities. Accurate and timely classification determinations are foundational to the entire export control program, as these determinations dictate the requirements for engaging with foreign persons and companies.

Key Responsibilities:

Jurisdiction & Classification Leadership:

- Lead jurisdiction determinations for products, technologies, and technical data under ITAR and EAR regulations
- Oversee commodity classification processes, including preparation and submission of classification requests to relevant government agencies (DDTC, BIS)
- Develop and maintain comprehensive classification matrices and decision trees for product portfolios
- Ensure accurate Export Control Classification Number (ECCN) and United States Munitions List (USML) determinations

Strategic Compliance Management:

- Design and implement enterprise-wide export control compliance policies and procedures
- Establish classification review boards and cross-functional approval processes
- Lead periodic compliance assessments and internal audits of classification decisions
- Manage relationships with external counsel and classification consultants

Cross-Functional Collaboration:

- Partner with engineering, product development, and business development teams on compliance integration
- Collaborate with legal, contracts, and business units to ensure compliant international transactions

- Interface with government agencies during audits, voluntary disclosures, and classification inquiries

Risk Management & Reporting:

- Conduct comprehensive risk assessments related to export control compliance
- Prepare executive-level reporting on compliance metrics, trends, and risk exposure
- Lead incident response and voluntary disclosure processes when necessary
- Maintain audit trail documentation for all classification decisions

Additional Responsibilities:

- Institute, maintain, and update internal policies, procedures, and instructions.
- Conduct internal audits, risk assessments, and investigations related to trade compliance.
- Remain current on trade compliance news, requirements, changes, and trends. Communicate relevant information effectively to stakeholders through various channels.
- Manage, undertake, and assist with other trade compliance activities as directed by the Director of Global Trade Compliance.

Required Qualifications:

- Bachelor's degree in engineering, international relations, public policy, business, law, or related field
- 10-15 years of comprehensive export control experience, with significant ITAR and EAR regulatory focus in international, mission-focused contexts
- A minimum of 4-5 years specifically focused on jurisdiction and classification.
- The ability to work effectively across disciplines; understand technical specifications; and provide classification guidance that enables business growth within compliance boundaries.

Technical Expertise:

- Deep understanding of ITAR and EAR regulations, including recent regulatory changes
- Proven track record in commodity classification and jurisdiction determination
- Experience with government agency interactions (DDTC, BIS, DOS, DOC)
- Knowledge of international trade regulations and foreign export control regimes

Core Competencies:

- Strong analytical and technical writing skills for classification rationales
- Excellent project management and cross-functional leadership abilities
- Experience with compliance technology platforms and classification databases
- Ability to interpret complex technical specifications and engineering drawings

Preferred Qualifications:

- An advanced degree in engineering, economics, policy, or international relations is preferred
- Experience in government relations or regulatory affairs
- 4-5 years of export control experience focused specifically on aerospace export controls
- Experience with system and process design
- A working understanding of risk management and internal control frameworks, and a solid understanding of the concepts of control design and operational efficiency
- Ability to work effectively across functional teams and stakeholders to drive for results and solve problems
- Ability to effectively manage multiple projects, prioritize workload, have excellent attention to detail, and work effectively under deadlines
- Excellent written, verbal, and analytical skills
- Strong communication and presentation skills with the ability to articulate complex problems and solutions through concise and clear messaging

Contact Information to Apply

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