



## POSITION DESCRIPTION

<b>Position title</b>	<b>Manager, Government Affairs and Science Policy</b>	
<b>General description</b>	<b>Identifies issues that may affect biomedical research and formulate responses in consultation with the society leadership; keeps society leadership and members informed; and identifies advocacy opportunities, manages ongoing Society advocacy efforts</b>	
<b>Reports to (title)</b>	<b>Executive Officer</b>	
<b>Department</b>	<b>Office of Science Policy</b>	
<b>Status</b>	<b>Exempt</b>	
<b>Completed by</b>	<b>ASPET</b>	<b>Date: March 12, 2015</b>

### Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	<b>ADVOCACY</b> <ul style="list-style-type: none"> <li>• Develops Society responses, such as position statements, comment letters, and testimony in consultation with Committee members, ASPET leadership and staff.</li> <li>• Represents the Society in biomedical research advocacy community by sharing the Society perspective and coordinating ASPET positions with those of other organizations.</li> <li>• Identifies opportunities and develops supportive materials for ASPET members to become biomedical research advocates.</li> <li>• Assists with outreach to congressional offices via meetings or providing information.</li> <li>• Provides assistance to ASPET members in arranging meetings with members of Congress, congressional staff and agency officials. Prepares all background materials for meetings (talking points, training) and escorts ASPET members to the meetings.</li> <li>• Manages ASPET Washington Fellows program.</li> <li>• Manages ASPET Advocacy Outreach Program. Travels to conferences and events at member facilities to represent ASPET and strengthen participation in advocacy.</li> <li>• Develops outreach plans to build member engagement.</li> <li>• Manages Society activities that make pharmacology (or biomedical research) more visible in the press and in legislative and public policy agencies.</li> </ul>	50%
2	<b>POLICY DEVELOPMENT</b> <ul style="list-style-type: none"> <li>• Identifies emerging issues and develops ASPET positions on legislation, regulation or other activities that may affect research funding or other topics relevant to pharmacology research and ASPET.</li> </ul>	20%
3	<b>COMMUNICATION</b> <ul style="list-style-type: none"> <li>• Writes articles, updates and other materials for dissemination via email, bimonthly <i>ASPET Newsbrief</i>, <i>The Pharmacologist</i>, the ASPET website, Twitter, and Facebook.</li> <li>• Manages media and public relations outreach pertaining to science policy and advocacy, including but not limited to, writing press releases, working with the press, arranging interviews, and writing speeches for Society representatives.</li> <li>• Identifies and works with Society members to provide expert testimony to Congress.</li> </ul>	20%



4	<p><b>OTHER DUTIES</b></p> <ul style="list-style-type: none"> <li>Identifies and tracks issues that may affect scientific research.</li> <li>Participates in other Society activities and projects.</li> <li>Serves as staff liaison to various committees.</li> <li>Attends ASPET Annual meeting at Experimental Biology.</li> <li>Other duties as assigned.</li> </ul>	10%
	<p><b>SKILLS &amp; QUALIFICATIONS</b></p> <p>Candidates must have the following skills:</p> <ul style="list-style-type: none"> <li>Ability to establish and maintain effective working relationship with colleagues and superiors.</li> <li>Ability to deal tactfully and diplomatically with members.</li> <li>Ability to communicate scientific information to non-scientists.</li> <li>Excellent written and verbal communication skills.</li> </ul> <p>Position requirements:</p> <ul style="list-style-type: none"> <li>Minimum 5 years of relevant experience in non-profit advocacy and government affairs including biomedical research policy, writing, and a demonstrated understanding of the legislative process.</li> <li>Bachelor's degree required. Master's or Ph.D. preferred.</li> </ul> <p>Familiarity with the life sciences a plus.</p>	
	Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.	

**Incumbent is expected to perform other duties as assigned in support of the organization's goals and the Society's needs.**

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
None			

Knowledge & Skills	Indicate the <b>minimum</b> education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the <b>minimum</b> proficiency required: A= Novice; B= Proficient; C=Expert	
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system)	Minimum Proficiency
	High school		Biological and Life Sciences Research	B
	Prof/technical			
	College courses		Written and Verbal Communications skills	C
X	Bachelor's degree	Public Policy, Journalism, Communications, or Biomedical Sciences	MS Word	B
	Master's degree (preferred)	Biomedical Sciences	MS Excel	B
	Other (Ph.D. considered)	Biomedical Sciences	PowerPoint	B



	Position	Department/Organization	Purpose of contacts
APS Internal and External Relationships	Executive Director	ASPET	Provide information, materials, and assistance as requested. Obtain guidance and direction on projects. Final approval of newsletter and website content.
	ASPET Council	ASPET	Provide information and obtain input on policy issues.
	ASPET Staff in other departments	ASPET	Exchange information, collaborate on projects, and coordinate activities.
	ASPET members	ASPET	Report on research issues and obtain guidance on possible society positions. Facilitate members' involvement in policy issues and advocacy.
	Congressional Staff	Various	Obtain information and make recommendations, offer scientific resources.
	Staff at other advocacy organizations	Various	Exchange information and coordinate activities
	Agency Officials and program officer	NIH, NSF, others	Obtain information, offer policy recommendations
	FASEB/Society Public Affairs Staff	FASEB/ Other Societies	Exchange information about science policy activities.

Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none"> <li>Occasionally requires lifting materials of approximately 20 lbs.</li> <li>Requires computer work involving extensive use of keyboard, mouse and monitor.</li> </ul>
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> <li>Dayshift hours primarily</li> <li>Travel and other work related assignments on weekends are possible.</li> </ul>