



Position Title: Policy and Advocacy Manager

Location: Rockville, MD

Status: Exempt, 37.5 hours/week

Reports to: Senior Director of Policy and Advocacy

Department: Policy and Advocacy

Date: January 20, 2019

PRIMARY FUNCTION: Manages ASHG's policy and advocacy activities. Helps fulfill the Society's policy and advocacy functions by tracking, analyzing and drafting material on policy issues; staffs volunteer bodies to develop policy material and advocacy programming; helps to build and then manage advocacy activity of Society's leadership and membership; and strengthens relations with Congress.

Major duties:

- Monitors policy issues affecting genetics research, the use of genetics in medicine, and societal applications of genetics tools. Tracks and analyzes legislation, regulations and court cases affecting ASHG's policy platform and prepares proposed actions or positions in alignment with that platform. (20%)
- Staffs activities of ASHG volunteer committees, including publishing of position statements or other material, events and other projects. Working with committee or group leadership, helps to set goals and timelines for projects and deliverables; convene and guide discussions; draft text or make edits; and assist with review by governance bodies to secure approval and implementation (publishing of position statements, events, etc.). (25%)
- Develops written informational materials for different audiences such as ASHG's Board of Directors, ASHG membership and Congress (20%)
- Helps develop and manages ASHG's year-round advocacy and member engagement strategies and supports execution of policy and advocacy activity at ASHG's Annual Meeting. (20%)
- Meets with congressional offices and organizes congressional events to raise profile of ASHG and priority issues. Represents ASHG in partnerships with other organizations and within research advocacy-focused coalitions. (10%)
- Other duties as assigned (5%)

Skills required:

- Excellent written and verbal communication skills, analytical skills
- Ability to read and interpret legislation, regulations, and other policy documents to determine possible ASHG relevance and action
- Ability to manage multiple projects, prioritize and meet deadlines
- Ability to build and maintain professional working relationships, including with ASHG staff,

- members, congressional staff, and coalition partners
- Professional behavior and judgment within and outside the organization
 - Strong interpersonal skills and the ability to work with a team

Education and experience:

- Bachelor's degree in relevant scientific area, public policy or other relevant subject.
Masters/PhD a significant plus
- Minimum 4 years of full-time experience with science or health policy in an association, patient advocacy group, scientific society setting, or equivalent experience on Capitol Hill or a federal agency

Working requirements:

- Sitting for a full work day, extensive use of computer keyboard, mouse and monitor
- Regular local travel to attend meetings and conferences. Long-distance multi-day travel to attend ASHG's Annual Meeting