



POSITION DESCRIPTION

1. General Information

Position title	Associate Director for Legislative Affairs
Status	Exempt, 37.5 Hours
Reports to (title)	Director of Public Affairs
Department	Office of Public Affairs (OPA)
Date	05/29/2020

2. Primary Function

Serves as principal advisor to FASEB leadership on legislative strategies and advocacy initiatives related to life sciences research. Develops and implements a successful legislative advocacy program and coordinates with FASEB leadership, member societies, and external partners to achieve advocacy goals.

3. Major Duties and Responsibilities

Rank (add more as needed)	Duty/Responsibility	Percentage of time
1	Tracks congressional budget and appropriations process for the National Institutes of Health, National Science Foundation, US Department of Agriculture, Department of Energy Office of Science, and other issues as assigned.	20
2	Represents FASEB in meetings with members of Congress, congressional staff, federal agency and administration officials, and stakeholders to communicate FASEB positions. Shares FASEB resources with staff and relevant congressional committees to expand visibility of the Federation on Capitol Hill.	20
3	Authors bi-weekly column and other articles for the Washington Update newsletter. Prepares correspondence, congressional testimony, position statements, e-action alerts, background materials, talking points, charts/graphs, PowerPoint presentations, and issue summaries on assigned portfolio of issues. Advises FASEB leadership and member societies on legislative strategies to achieve advocacy goals.	20
4	Develops advocacy initiatives and facilitates access through in-person meetings and electronic communications to members of Congress and congressional staff on behalf of FASEB leadership.	10
5	Represents FASEB in stakeholder coalitions to maintain FASEB's presence as a prominent and effective voice in the research advocacy community.	10
6	Coordinates FASEB advocacy initiatives with member society public affairs staff, including staffing society Capitol Hill Days. Develops new advocacy materials and updates existing resources on a regular basis.	10
7	Organizes the annual FASEB Capitol Hill Day including preparing background materials, providing advocacy training, and coordinating logistics for participants.	10

Incumbent is expected to perform other duties as assigned by their immediate supervisor in support of the organization's goals and FASEB's needs.



4. Direct Reports

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
OPA Fellow (when applicable)	1		

5. Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency	
	<input type="checkbox"/>	High school		Written and Oral Communication	C
	<input type="checkbox"/>	Prof/technical		Negotiation Skills	C
	<input type="checkbox"/>	College courses		Supervision and Management skills	B
	<input type="checkbox"/>	Bachelor's degree		Computer Skills (MS Word, PowerPoint, etc.)	C
	<input checked="" type="checkbox"/>	Master's degree	Degree in political science or government. Three – five years congressional relations experience preferably with appropriations issues. Proven success in working with Congress and federal agencies.	Ability to Multi-Task and Meet Deadlines	C
	<input type="checkbox"/>	Ph.D.	Terminal degree in biomedical/biological research field preferred.	Interpersonal Skills	C
			Organizational Skills	B	

6. Key Decisions & Guidelines	Give two or three examples of decisions you make or actions you may take without prior approval.	Schedule a meeting for a FASEB Board member with his/her Senators or Representative. Provide information to federal agency personnel or respond to a request for information from a congressional office. Speak with a reporter in response to an inquiry concerning the status of federal funding for biomedical research.
	Give two or three examples of decisions you refer to a higher authority.	Request from a congressional office to endorse a specific piece of legislation. Assist a FASEB member society with organizing a Capitol Hill Day. Signing FASEB on to a letter written by a stakeholder organization.
	Indicate any special policies, formal procedures, or precedents that guide your work.	Requests to endorse specific legislation or policy positions must be approved by the FASEB Board or Executive Committee. Developing positions on issues for which FASEB does not have existing policy should be done in consultation with society Public Affairs staff, other colleagues in the Office of Public Affairs, and FASEB Board and relevant committees.

7. Working Relationships	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
	Staff	OPA	Frequent contact to coordinate and implement initiatives and activities related to advocacy and legislative affairs.
FASEB Board & member societies	Executive Office	Frequent contact to advise about strategies. Negotiates consensus on initiatives. Facilitates communication to and interaction with members of Congress and staff.	

	Executive Director	FASEB	Occasional contact to advise about strategies and initiatives and coordinate activities.
	Members of Congress & staff	U.S Congress	Frequent contact to represent FASEB positions, disseminate FASEB resources, respond to requests for information and influence the development of legislation.
	Federal agency staff	U.S Government	Frequent contact to represent FASEB positions, disseminate FASEB resources, and respond to requests for information.
	Advocacy coalitions and partners	Various non-profit organizations and other societies	Weekly contact to provide leadership in determining strategies and activities and represent FASEB positions.
	Press	Various print and online media outlets/sources	Occasional contact to respond to press inquiries and assure accurate representation of FASEB positions and serve as a source for additional information.

Edit the following section as needed for your job:

8. Working Conditions	<p>This position requires sitting (50%), standing (25%), and walking (25%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none"> • Requires computer work involving extensive use of keyboard, mouse, and monitor. • Ability to adapt schedule to shifting deadlines and unexpected opportunities. • Ability to work under pressure and manage multiple tasks simultaneously.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> • Dayshift hours primarily. Extended hours may be required during extremely busy periods. • Travel and other work-related assignments on evenings and weekends are possible.