Position Title: Manager, Science Policy  
Department: Public Affairs  
Reports to: Director, Public Affairs  
Status: Full-time (37.5 hours/week), Exempt status  
Date: September 17, 2021

The American Society for Biochemistry and Molecular Biology (ASBMB) is an international nonprofit scientific and educational organization. With over 10,000 members, made up of students, researchers, educators, and industry professionals, the ASBMB is one of the largest molecular life science societies in the world.

ASBMB is seeking a Science Policy Manager to assist in the development and execution of ASBMB public affairs programs with respect to legislative activities; help manage Public Affairs Advisory Committee operations, and work closely with ASBMB public affairs leadership in developing, articulating, communicating and implementing public policy positions on behalf of ASBMB.

Major Duties and Responsibilities

Develops and advances policy objectives:  
Tracks congressional / legislative issues as assigned.  
Drafts correspondence, testimony, position statements, action alerts, talking points and press statements on assigned portfolio of issues.  
Assists with the coordination of annual ASBMB Hill Day advocacy visits, including scheduling meetings with congressional offices and preparing background materials.  
Communicates ASBMB Positions  
Write articles and other content for policy blog, member magazine, and website.  
Arranges meetings for ASBMB leadership with members of Congress, congressional staff and agency officials.  
Prepares all background materials for scheduled meetings.  
Represents ASBMB at coalition meetings.  
Serves as staff liaison to Public Affairs Advisory Committee:  
Maintains a database of committee membership and provides project management oversight to ensure committee commitments are being met and tasks accomplished.  
Creates and manages websites and electronic interactive forms for meetings, nominations, voting, administrative use, etc.

Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.

Skills and Qualifications

Bachelor's degree in Public Policy or Biomedical Sciences required.
At least 1-3 years of experience in science and/or public policy, and 1 year in congressional relations and/or non-profit advocacy.
Must have excellent oral and written communication skills.
Must have the ability to consistently meet deadlines and stay organized.
Must be able to work both independently and as part of a team.
Must have strong Microsoft Word, PowerPoint and Excel skills.

This position offers a competitive salary with exceptional benefits that include a 403(b)-retirement plan; generous paid time off; medical, dental and vision insurance plans; flexible spending; life and short- and long-term disability insurance; and more. Close to metro and bus service with Company sponsored parking.

To apply, please go to www.faseb.org/employment. Attach a cover letter and a resume with salary requirements.

To learn more about ASBMB, please visit www.asbmb.org

ASBMB is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.