



Science Policy Analyst

FASEB seeks a **Science Policy Analyst** to support efforts related to training and workforce development in the biological and biomedical sciences.

Position Title: Science Policy Analyst
Status: Full-time, Exempt status
Reports to: Director, Science Policy
Department: Office of Public Affairs
Date: June 16, 2023
Location: Rockville Maryland, USA (hybrid/remote-first workplace)

About FASEB

The Federation of American Societies for Experimental Biology (FASEB) is the largest coalition of biomedical researchers, [representing 26 scientific societies](#) and over 110,000 researchers worldwide. Our mission is to advance health and well-being by promoting research and education in biological and biomedical sciences through collaborative advocacy and service to our member societies and their members. FASEB is committed to fostering diversity, equity, accessibility, and inclusion among its leadership, volunteers, and staff.

Primary Function

The Science Policy Analyst conducts policy analysis on issues of importance to the biological and biomedical research community with a specific emphasis on training and workforce development. Researches and develops position statements, letters, and meeting summaries for FASEB leadership and FASEB member society staff. Coordinates the efforts of the Training & Career Opportunities Subcommittee of FASEB's Science Policy Committee (SPC) and the Training and Workforce Special Interest Group (SIG) for FASEB member society staff.

Major Duties and Responsibilities:

- Directs efforts of the Training and Career Opportunities subcommittee of the SPC and the Training and Workforce Special Interest Group, including coordination of subcommittee/SIG meetings, dissemination of meeting agendas and background information, and development of statements/letters for consideration by FASEB's SPC and Board of Directors.
- Analyzes proposed policies/regulations related to training and workforce development and identifies variations from existing FASEB policy statements or prior comments.
- Establishes and maintains strong working relationships with FASEB member societies, federal agencies, and related stakeholder organizations. Includes identifying opportunities for and initiating collaborative projects with FASEB members societies and/or external partners. Communicates regularly with external policy/advocacy organizations on topics of shared concern in the training and workforce policy.
- Actively contributes to FASEB communications and advocacy efforts, including writing articles for the biweekly Washington Update e-newsletter and participating in and supporting Capitol Hill Days, briefings, and meetings hosted by FASEB or FASEB member societies as needed.
- Other duties as assigned by the Director, Office of Public Affairs and/or Director, Science Policy in support of organizational goals and needs.

Skills and Experience:

- Exceptional written and oral communication skills and experience working across stakeholder groups.
- Ability to work independently on multiple tasks and prioritize efforts while meeting key deadlines.
- Familiarity working with committees and supporting a nonprofit governance structure.
- Team player with flexible approach and demonstrated ability to work with discretion, tact, and good judgment.

Education and Experience:

- Master's or Doctoral degree in STEM discipline or public policy preferred.
- 1 – 3 years' experience in government, public or private research institutions, or professional associations or societies. Previous experience working on science policy issues preferred.

Location

Applicants must be eligible to work in the United States. FASEB is located in Rockville, Maryland, near an accessible Metro station and major bus lines, and is within walking distance of living, shopping, and sports facilities. Rockville is rated as a top city for

livability, and is home to NIH, National Naval Medical Center, and several scientific societies, and is easily accessible from 3 international airports as well as Amtrak.

Compensation and Benefits

This is a full-time, exempt position. Salary is competitive with nonprofit science and technology organizations of comparable size and based in the Washington DC area. FASEB offers exceptional benefits including professional development opportunities, 403-B retirement, paid holidays, annual and sick leave, medical, dental and vision insurance, life insurance, short- and long-term disability, and free parking for on-site work.

To Apply

For full consideration, please submit a resume and cover letter with salary requirements to <http://www.faseb.org/employment>. Applications will be considered on a rolling basis and the position will remain open until filled.

If an accommodation is needed to complete the application process, please contact FASEB's Human Resources Department at resumes@faseb.org.

To learn more about FASEB, please visit www.faseb.org.

FASEB 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.