



**Title:** Director of Government Affairs and Science Policy  
**Department:** Government Affairs and Science Policy  
**Reports to:** Executive Director  
**Status:** Full-time (37.5 hours/week), Exempt status  
**Date:** March 30, 2022

The American Society for Pharmacology and Experimental Therapeutics (ASPET) seeks an experienced Director of Government Affairs and Science Policy.

ASPET is a 4,000-member scientific society whose members conduct basic and clinical pharmacological research and work in academia, government, industry, and non-profit organizations. ASPET members conduct research leading to the development of new medicines and therapeutic agents to fight existing and emerging diseases.

ASPET's mission is to be the professional home for educators, students, researchers, healthcare practitioners, and others working to advance pharmacological sciences and increase the impact and influence of this scientific discipline.

### **Primary Function**

This position is responsible for developing and executing on the public policy strategy of ASPET. The role identifies issues that may affect biomedical research and formulate responses in consultation with the society leadership; keep society leadership and members informed; identify advocacy opportunities; and manage ongoing Society advocacy efforts.

### **Duties and Responsibilities**

#### **ADVOCACY**

- Develop and execute the overall government affairs and science policy strategy for ASPET
- Lead and develop Society responses such as position statements, comment letters, and testimony in consultation with Committee members, ASPET leadership, and staff.
- Represent the Society in meetings with Congressional staff, coalition partners, federal officials, and at other official functions including conferences and special events.
- Share the Society perspective and coordinate ASPET positions with those of other organizations.
- Identify opportunities and develop supportive materials for ASPET members to become biomedical research advocates.
- Provide assistance to ASPET members in arranging meetings with members of Congress, congressional staff, and agency officials.
- Prepare all background materials for meetings (talking points, training) and escort ASPET members to the meetings.

- Support the activities of the ASPET Science Policy Committee. Proactively work with committee leadership, prepare agendas and minutes, coordinate meetings.
- Manage and evaluate ASPET Washington Fellows program.
- Travel to conferences and events at member facilities to represent ASPET and strengthen participation in advocacy.
- Develop advocacy initiatives to build member engagement in accordance with ASPET's strategic plan.
- Manage Society activities that make pharmacology (and/or biomedical research) more visible in the press and in legislative and public policy agencies.

### **COMMUNICATION**

- Write articles, updates, and other materials for dissemination via email, monthly *ASPET Newsbrief*, *The Pharmacologist*, the website, and social media.
- Provide regular science policy updates to the ASPET leadership and Science Policy Committee.
- Manage 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.
- Identify and work with Society members to provide expert testimony to Congress.
- Work with the Director of Marketing and Communications to manage media and public relations outreach.

### **SCIENCE POLICY DEVELOPMENT**

- Identify emerging issues and develop ASPET positions on legislation, regulation, or other activities that may affect research funding or other topics relevant to pharmacology research and ASPET.

### **OTHER ACTIVITIES**

- Identify and track issues that may affect scientific research.
- Coordinate and collaborate with FASEB
- Participate in other Society activities and projects as appropriate.
- Serve as staff liaison to various committees.
- Provide staff support at ASPET Annual Meeting at Experimental Biology and other relevant conferences (travel required).
- Serve as member of Senior Staff Leadership team.
- Supervise and/or oversee work of other staff.
- Other activities as assigned.
- Travel and other work-related assignment on weekends possible
- May require local travel

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

### **Skills and Requirements**

- Familiarity with Life Sciences Research
- Excellent written and verbal communication skills
- MS Office suite

- Demonstrate comfort in working with large, diverse groups in highly visible nonprofit, for profit, and/or government environments.
- Possess a collaborative work style and consensus building skills.
- Balance between independence/self-starter and a team player.
- Ability to establish and maintain effective working relationships with colleagues and superiors.
- Ability to deal tactfully and diplomatically with members.
- Excellent written and verbal skills.
- Ability to communicate scientific information to non-scientists.
- Ability to work well with and coordinate with a variety of coalitions.

### **Education and Experience**

- Bachelor's degree required in Public Policy, Journalism, Communications, or Biomedical Sciences.
- Master's degree, Ph.D or JD preferred in Biomedical Sciences
- Minimum 7-10 years of relevant experience in non-profit advocacy and government affairs including biomedical research policy, writing, and a demonstrated understanding of the legislative process.

### **Benefits**

This position offers a competitive salary with exceptional benefits that include a 403(b)-retirement plan; paid time off; medical, dental and vision insurance plans; flexible spending account; life and short- and long-term disability insurance.

### **Location**

This position is located in Rockville, Maryland and in walking distance to the Metro and on major bus lines.

### **To Apply:**

**For more information and to apply, visit <http://www.faseb.org/employment>.** Please send a cover letter, resume, and salary requirements.

To learn more about ASPET, please visit [www.aspet.org](http://www.aspet.org)

ASPET 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.