



POSITION DESCRIPTION

Position title	Manager, Government Affairs and Science Policy	
General description	Work closely with ASPET leadership in developing, articulating, and implementing public policy positions on behalf of ASPET. Identify issues that may affect biomedical research and formulate responses in consultation with the society leadership; keep society leadership and members informed; identify advocacy opportunities; manage ongoing Society advocacy efforts.	
Reports to (title)	Executive Officer	
Department	Science Policy	
Status	Exempt	
Completed by	Judy Siuciak	Date: August, 2017

Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	<p>ADVOCACY</p> <ul style="list-style-type: none"> • 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. • Manage and evaluate ASPET Advocacy Outreach 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. 	50%
2	<p>POLICY DEVELOPMENT</p> <ul style="list-style-type: none"> • 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. 	20%
3	<p>COMMUNICATION</p> <ul style="list-style-type: none"> • Write articles, updates, and other materials for dissemination via email, monthly <i>ASPET Newsbrief</i>, <i>The Pharmacologist</i>, the website, Twitter, and Facebook. • Provide regular science policy updates to the ASPET leadership and Science Policy 	20%



	<p>Committee.</p> <ul style="list-style-type: none"> • 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. 	
4	<p>OTHER ACTIVITIES</p> <ul style="list-style-type: none"> • Identify and track issues that may affect scientific research. • 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 (travel required). • Other activities as assigned. <p>Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.</p> <p>Applicant must have the following:</p> <ul style="list-style-type: none"> • 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. <p>Position requirements: Minimum 5 years of relevant experience in non-profit advocacy and government affairs including biomedical research policy, writing, and a demonstrated understanding of the legislative process</p> <p>-</p>	10%

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

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
None			

Knowledge & Skill	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)	Minimum Proficiency



	High school		Biological and Life Sciences Research	B
	Prof/technical			
	College courses		Written and Verbal Communications skills	C
X	Bachelor's degree	Public Policy, Journalism, Communications, or Biomedical Sciences	MS Word	B
Pref	Master's degree/ Ph.D.	Biomedical Sciences	MS Excel	B
X	Other	Familiarity with Life Sciences Research	PowerPoint	B

	Position	Department/Organization	Purpose of contacts
ASPET Internal and External Relationships	Executive Director	ASPET	Provide information, materials, and assistance as requested. Obtain guidance and direction on projects. Final approval of newsletter and website content.
	ASPET Council	ASPET	Provide information and obtain input on policy issues.
	ASPET Staff in other departments	ASPET	Exchange information, collaborate on projects, and coordinate activities.
	ASPET members	ASPET	Report on research issues and obtain guidance on possible society positions. Facilitate members' involvement in policy issues and advocacy.
	ASPET Science Policy Committee	ASPET	Report on advocacy initiatives of ASPET and FASEB
	Congressional Staff	Various	Obtain information and make recommendations, offer scientific resources.
	Staff at other advocacy organizations	Various	Exchange information and coordinate activities.
	Agency Officials and program officer	NIH, NSF, others	Obtain information, offer policy recommendations.
	FASEB/Society Public Affairs Staff	FASEB/ Other Societies	Exchange information about science policy activities.

Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none"> Occasionally requires lifting materials of approximately 20 lbs. Requires computer work involving extensive use of keyboard, mouse, and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> Dayshift hours primarily Travel and other work related assignments on weekends is possible.