



FASEB

Federation of American Societies
for Experimental Biology

Position Title: Science Policy Analyst

Status: Full-time, Exempt status

Reports to: Director, Strategic Scientific Program Advancement

Department: Office of Public Affairs

Date: August 15, 2024

Annual Salary Range: \$85,000-\$90,000

Location: Rockville, Maryland (To be considered, applicants should live in the D.C. metro area)

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 animal research and access to appropriate research models. Researches and develops position statements, letters, and meeting summaries for FASEB leadership and FASEB member society staff. Coordinates the efforts of the Animals in Research & Education Subcommittee of FASEB's Science Policy Committee (SPC) and the Animal Research Special Interest Group (SIG) for FASEB member society staff.

Major Duties and Responsibilities:

- Directs efforts of the Animals in Research & Education subcommittee of the SPC and the Animal Research 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 animal research 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:

This position is in Rockville, Maryland, and is walking distance to the Metro and on major bus lines. **Currently, FASEB has a remote-first policy in place, and while our office is open, many staff are working remotely, but work from the office when required. (To be considered, applicants should live in the D.C. metro area.)**

To Apply:

To apply, please visit www.faseb.org/careers. For full consideration, please submit a resume and cover letter with salary requirements. A cover letter must be included in order to be considered. 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.