



The Federation of American Societies for Experimental Biology (FASEB) seeks a **Manager of Diversity, Equity, and Inclusion Initiatives** to work within its Office of Public Affairs. FASEB advances health and well-being by promoting research and education in biological and biomedical sciences through collaborative advocacy and service to 29 scientific societies and their members.

**Position Title: Manager, Diversity, Equity, and Inclusion Initiatives**

**Location: Bethesda, MD**

**Status: Exempt, 37.5 hours/week**

**Reports to: Director of Science Policy**

**Department: Office of Public Affairs**

**Date: August 8<sup>th</sup>, 2019**

**Location: Bethesda, MD**

**Primary Function:** Oversees Federation-wide initiatives to enhance diversity, equity, and inclusion (DEI). Pursues opportunities for collaboration among FASEB member societies and external organizations to further the goals stated within FASEB's DEI Strategic Plan. Independently manages FASEB's DEI Committee and its outputs, including reports, seminars, and workshops. Works with the Science Policy team to incorporate goals of the DEI Strategic Plan into policy analyses and statements.

**Major Duties:**

- Manages the efforts of FASEB's DEI Committee and working groups, including oversight of committee meetings and development of meeting materials, such as agendas, minutes, reports, and other action items
- Works with FASEB Executive Office, Board of Directors, and member societies to implement FASEB's DEI Strategic Plan, including regular reports to FASEB leadership, initiating and leveraging strategic partnerships, and oversight of regular assessments of progress towards DEI goals
- Maintains strong and effective working relationships with FASEB member society staff and other stakeholder organizations, including presenting FASEB DEI initiatives, developing and implementing joint projects, and serving in leadership roles
- Contributes to FASEB's communication activities, including writing information briefs, articles for FASEB and society newsletters, and external publications, and developing content for the FASEB public affairs webinar series

- Participates in and supports Capitol Hill Days, briefings, and meetings hosted by FASEB or FASEB member societies as needed

**Skills Required:**

- Excellent written and verbal communication skills
- Ability to interpret and synthesize information from multiple sources, quickly determining relevance to the FASEB community and options for action
- Capacity to manage multiple projects with minimal oversight and varied timelines
- Ability to prioritize and meet deadlines
- Strong interpersonal skills and ability to work with a team

**Education and Experience:**

- Bachelor's or Master's degree with experience in higher education policy and career development programming preferred; experience with STEM fields a plus
- Three to five years professional experience preferred

**Working Requirements:**

- Sitting for a full work day, extensive use of computer keyboard, mouse, and monitor
- Regular local travel to attend meetings and conferences; limited multi-day travel
- Limited weekend/extended work days

Please visit this site to submit a cover letter, CV/Resume, and a policy-oriented writing sample (no research manuscripts): <https://www.faseb.org/employment>

FASEB is an Equal Opportunity Employer

For more information on FASEB, please visit: [www.faseb.org](http://www.faseb.org)