



American Society for Biochemistry and Molecular Biology

11200 Rockville Pike, Suite 302
Rockville, Maryland
20852-3110
USA

Position Title: Manager, Federal Affairs

Department: ASBMB

Reports to: Director, Public Affairs

Status: Full-Time, Exempt

Date: October, 2019

Primary Function

The federal manager will assist in the development and execution of ASBMB public affairs programs with respect to federal science funding agencies; help manage Public Affairs Advisory Committee operations, and work closely with ASBMB public affairs leadership in developing, articulating, communicating and implementing public policy positions on behalf of ASBMB.

Major Duties and Responsibilities

- Develops and advances policy objectives:
 - Tracks regulatory changes in policies effecting basic biomedical science at agencies including but not limited to the National Institutes of Health, National Science Foundation, and Department of Energy.
 - Drafts correspondence, position statements, talking points and press statements on assigned portfolio of issues.
 - Assists with the coordination of annual ASBMB agency advocacy visits, including scheduling meetings with agency officials, developing agendas, and preparing background materials.
- Communicates ASBMB Positions
 - Write articles and other content for policy blog, member magazine, and website.
 - Represents ASBMB at coalition meetings.
- Serves as staff liaison to Public Affairs Advisory Committee:
 - Maintains a database of committee membership and provides project management oversight to ensure committee commitments are being met and tasks accomplished.
 - Creates and manages websites and electronic interactive forms for meetings, nominations, voting, administrative use, etc.

Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.

Skills and Qualifications

- Bachelor's degree in Public Policy or Biomedical Sciences required.
- At least 3-5 years of experience in science and/or public policy, with experience within the federal government strongly preferred.
- Must have excellent oral and written communication skills.
- Must have the ability to consistently meet deadlines and stay organized.

- Must be able to work both independently and as part of a team.
- Must have strong Microsoft Word, PowerPoint and Excel skills.

How to Apply:

For a detailed job description and to apply, please visit: <http://www.faseb.org/employment>
Please send a cover letter and salary requirements with your resume.

About ASBMB:

For more information about ASBMB, please visit: www.asbmb.org

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