



## Your Generics and Biosimilars Industry

### JOB DESCRIPTION

**Position Title:** Manager, Strategic Alliances

**Department:** Policy & Strategic Alliances

**Report To:** Director, Strategic Alliances

**Job Summary:** The Manager, Strategic Alliances is responsible for supporting the Policy and Strategic Alliances team's execution of the Association for Accessible Medicines' (AAM) third-party engagement strategy and priorities. In collaboration with the SVP, Policy & Strategic Alliances and the Director, Strategic Alliances, the position will broadly assist with alliance development work, and work closely with member companies, external consultants and constituent group to support outreach and relationship management of key partners to further AAM's mission and strategic policy goals.

#### Essential Duties and Responsibilities:

- Support development and management of key relationships and alliances, including outreach, communications, and strategy development.
- Proactively assist with the execution of alliance development and educational events and programming, in collaboration with consultants, member company staff and colleagues AAM-wide.
- Coordinate and attend meetings; conduct relevant follow-up to sustain ally engagement.
- Coordinate engagement on given issues across the Alliances team; service as a liaison both within the Policy & Strategic Alliances department, and interdepartmentally to help coordinate alliance efforts AAM-wide.
- Conduct research and analysis to produce summaries, distillations and other deliverables.
- Contribute to content and material development and dissemination in support of allies outreach and engagement.
- Draft agendas, presentation materials, summary/compilation reports, and other internal documents.



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- Coordinate interdepartmental activity related to Policy & Strategic Alliances team initiatives, meetings and events.
- Attend constituent group meetings, events and conferences as needed; write summary memos and reports following activities and events.
- Interact with member company representatives on behalf of Strategic Alliances staff on allies activity.
- Perform other duties as assigned consistent with the goals of AAM.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent written and verbal communication skills, including editing
- Exceptional interpersonal skills, a focused listener
- Exhibits a positive attitude and professional demeanor
- Exhibits a high degree of personal initiative
- Exceptional organizational skills, attention to detail, and time-management
- Ability to handle confidential matters with professionalism and discretion
- Ability to prioritize and manage multiple initiatives simultaneously; meet established deadlines
- Ability to work independently and in a collaborative environment and accomplish tasks with self-direction; provide exemplary customer service
- Ability to be flexible and responsive; able to reprioritize in a fast paced environment while maintaining high work standards.
- Ability to build strong relationship; exercise diplomacy and problem solving to work effectively under pressure
- Ability to converse on basic aspects of policy and/or regulatory issues of the industry
- Advanced computer skills, including Microsoft Word, Excel and PowerPoint and the willingness to learn other software tools.



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### Education and Experience Requirements:

- Bachelor’s Degree, required
- 2+ years of applicable professional experience, required
- Health care industry experience, highly desirable

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- None

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standard office environment

**Travel:** minimal

This job description does not imply that the stated requirements are the only expectations for the position. Incumbents are expected to perform any other duties that may be assigned. AAM has the right to revise this job description at any time. AAM is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual agreement between you and AAM.

Acknowledgement:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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