



JOB DESCRIPTION

Position Title: Manager, State Government Affairs

Department: Government Affairs

Report To: Vice President, State Government Affairs

Job Summary: The Manager, State Government Affairs is responsible for assisting the State Government Affairs (SGA) team with administrative and operational support required to achieve the Association for Accessible Medicine’s (AAM) strategic objectives. The role manages the tracking of state legislation and regulations and responds to member requests.

Essential Duties and Responsibilities:

- Provide administrative support to the SGA team. Responsibilities include, but are not limited to, maintaining legislative calendars; drafting agendas and coordinating state conference calls; coordinating state meetings and functions; organizing and maintaining state materials on the shared drive; and coordinating and preparing itineraries for travel.
- Create and maintain state legislative and regulatory tracking documents, including issue maps and charts that compare and/or analyze legislative language.
- Assist SGA department with the development of state materials including, but not limited to: advocacy materials, fact sheets, talking points, testimony, policy one-pages, and letters.
- Assist state consultants and other groups by providing AAM positions and information.
- 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, oral, and interpersonal skills.
- Exceptional time-management and organizational skills.
- Ability to prioritize and manage multiple initiatives simultaneously.
- A positive attitude and professional demeanor.
- Exemplary customer interaction with association members, consultants, and other stakeholders.



- A high degree of personal initiative.
- Ability to handle confidential matters with professionalism and discretion.
- Ability to work autonomously and to collaborate in a team environment.
- Ability to work in a fast-paced environment and produce accurate work product.
- Advanced computer skills, including proficiency with Microsoft Word, Excel, and PowerPoint.

Education and Experience Requirements:

- Bachelor's Degree, required.
- 2+ years of applicable professional experience, required; experience in state government affairs, preferred.
- Experience in health care policy and key health care issues, preferred.
- Experience in pharmaceutical sector, 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: none

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.



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Acknowledgement:

Name: _____ Date: _____

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