



## JOB DESCRIPTION

**Position Title:** Director, Policy

**Department:** Policy & Strategic Alliances

**Report To:** VP, Policy

**FLSA:** Exempt

**Last Revision Date:** January 6, 2020

**Job Summary:** The Director, Policy at the Association for Accessible Medicines (AAM) is responsible for working with leadership to identify issues impacting AAM members' interests and develop AAM policy positions that effectively support those interests. The role includes identifying and managing research opportunities projects as well as developing written testimony, public comments, policy papers and other materials in support of AAM's policy positions. The role also works closely with AAM's communications team to create and distribute content consistent with the strategic goals and mission of AAM.

### **Essential Duties and Responsibilities:**

- Collaborate and assist with the development of AAM's policy positions.
- Collaboratively lead the Policy Working Group, including drafting agendas, pre-reads, emails and maintaining the PWG distribution list.
- Serve as a project manager for policy research and data-driven projects. This includes but is not limited to gathering information on new guidance, trends and anticipated issues, identifying sources of research and policy analysis, contributing to strategy development and execution, and drafting documents.
- Develop written testimony, public comments, policy papers, correspondence and other materials to support both state and federal advocacy
- Monitor and track trends and developments in the generic industry and provide policy analysis and consultation to AAM staff and member organizations; alert them to relevant policy developments and emerging opportunities.
- Identify research priorities and appropriate methodologies.

- Represent AAM in assigned external meetings and forums; document proceedings and share with AAM's Policy & Strategic Alliances team.
- Manage and participate in the production of research reports, brief policy papers, web tools, and other educational materials for internal and external user.
- Collaborate with AAM's Communications team to create and distribute content.
- 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.

- Strong working knowledge of health policy
- Excellent written and oral communication skills, including editing
- Exceptional interpersonal skills, a focused listener
- Exhibits a positive attitude and professional demeanor
- Exhibits a high degree of personal initiative and desire to achieve success for AAM
- Exceptional organizational and project management skills for timely implementation of projects involving multiple functions and external resources
- Ability to prioritize and manage multiple initiatives simultaneously
- Ability to work in a collaborative environment and accomplish tasks with self-direction and provide exemplary customer service
- Ability to work creatively and with flexibility in a fast paced environment while maintaining high work standards.
- Excellent computer skills, including experience using Microsoft Word, Excel and PowerPoint

### Education and Experience Requirements:

- Bachelor's Degree, required
- 5+ years of professional experience in health policy, required
- Policy research experience, required
- Supervisory experience, preferred



## Your Generics and Biosimilars Industry

- Project Management experience, 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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