JOB DESCRIPTION

Position Title: Manager, Federal Government Affairs

Department: Government Affairs

Report To: Vice President, Federal Government Affairs

Job Summary: The Manager, Federal Government Affairs is responsible for the preparation of materials to support the Federal Government Affairs (FGA) team toward achieving the Association for Accessible Medicine’s (AAM) strategic objectives. The role manages communications on Congressional activity, the development of issue briefs, the preparation of agendas, and the administration of the AAM Political Action Committee (PAC).

Essential Duties and Responsibilities:

- Track and monitor legislative affairs to prepare materials for the FGA team. Responsibilities include, but are not limited to, providing frequent, often daily, updates on Congressional activity and AAM’s advocacy priorities; drafting issue briefs and advocacy materials; preparing the AAM weekly e-newsletter; and, coordinating federal and cross-functional meetings, including the development of agendas for those meetings.
- Draft real-time communications to AAM’s Washington Representatives on Congressional hearings of note; on committee action on relevant legislation and amendments; and, on information on AAM reports, press statements, and other materials.
- Prepare advocacy materials including, but not limited to: fact sheets, talking points, briefing agendas, policy one-pagers, and letters.
- Coordinate federal and cross-functional meetings including, but not limited to: Washington Representatives, AAM PAC Board, Congressional “Hill Days,” and consultants.
- Provide administrative and compliance support for the AAM PAC, including assistance with AAM PAC events, maintaining prior authorization forms, processing contributions, and preparing federal filings.
- Assist with the quarterly collection of Lobbying Disclosure Act 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.
- Knowledge of Congress and legislative process.
- Experience in federal government affairs, preferred.
- Experience in health care policy and key health care issues, preferred.
- Experience with political action committees, desirable.
- 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: 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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