

JOB DESCRIPTION

Position Title: Senior Director, Federal Government Affairs

Department: Government Affairs

Report To: Senior Vice President, Government Affairs

FLSA: Exempt

Last Revision Date: 2021 06 25

Job Summary: The Senior Director, Federal Government Affairs (GA) will be responsible for managing a range of government relations initiatives and projects to promote the federal policy goals and objectives of the Association for Accessible Medicines (AAM). The Senior Director will work closely with GA staff and across the organization to develop the association's strategy and implement the initiatives of AAM's government affairs department.

Essential Duties and Responsibilities:

- Lobby Congress and the Executive Branch on behalf of AAM on a range of federal policy issues impacting generic and biosimilar manufacturers, and patient access to generic and biosimilar medicines.
- Collaborate across the association and with AAM's member companies to develop federal policy goals, strategic plans, and legislative strategy.
- Develop, maintain, and expand relationships and communications with congressional staff on key committees and with congressional offices as coordinated across the department.
- Ensure AAM is known as a thought and policy leader on issues impacting the generic and biosimilar industry and identify risks and opportunities for the association.
- Monitor, analyze, and respond to current and potential legislation and congressional action related to the generic and biosimilar industry.
- Work with AAM, its member companies and congressional staff to organize Capitol Hill policy briefings, Hill days and AAM Board meetings.
- Promote and further AAM and the industry's interests at political and governmental events and meetings.
- Cover congressional hearings and markups on issues that affect the generic and biosimilar industry.
- Serve on internal AAM working groups to provide updates to member companies.
- Represent AAM in stakeholder coalitions and with allies as assigned.
- Perform other duties as assigned consistent with the goals of AAM.



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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.

- Familiarity with the generic and biosimilar industry, and its federal legislative priorities.
- Strong relationships with congressional staff, notably with the committees with jurisdiction over health policy.
- Excellent written and oral communication skills.
- Exhibits a positive attitude and professional demeanor.
- Exhibits a high degree of personal initiative, ability to manage multiple initiatives simultaneously, 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 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.
- Fluent computer skills, including use of Microsoft Word and PowerPoint.

Education and Experience Requirements:

- Bachelor's Degree required; advanced degree in political science, business, public policy, or an equivalent, preferred.
- 8+ years of professional experience in government or a government relations role or Congressional or Administration experience, required.
- Experience in health care policy and/or understanding of the pharmaceutical supply chain, required.

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 / Virtual work environment consistent with current AAM operational status

Travel: up to 15%





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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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