



Your Generics and Biosimilars Industry

JOB DESCRIPTION

Position Title: Senior Manager, State Government Affairs

Department: Government Affairs

Report To: Senior Director, State Government Affairs

FLSA: Exempt

Last Revision Date: 2021 06 14

Job Summary: The Senior Manager, State Government Affairs is responsible for assisting the State Government Affairs (SGA) team with strategic, operational, and administrative support required to achieve the Association for Accessible Medicine’s (AAM) objectives. The role manages the tracking of state legislation, administrative regulations, regulatory board meetings, and responds to member requests as well as interacting and developing relationships with state government representatives and regulators on behalf of AAM.

Essential Duties and Responsibilities:

- Develop a working knowledge of how state legislation, regulations, and practices impact access to generic and biosimilar medicines.
- In coordination with the SGA team, work to foster views favorable to generic and biosimilar medicines in assigned states.
- Proactively assist and provide administrative support to the SGA team. Responsibilities include, but are not limited to, maintaining legislative calendars; drafting agendas and coordinating state conference calls and meetings; and, drafting a and distributing a weekly newsletter of legislative activity.
- Create and maintain state legislative and regulatory tracking documents, including issue maps, side-by-side charts, and legislative analysis. Create and maintain a database to track pharmacy board meetings and agendas.
- Assist the SGA team with the development and maintenance of state materials including, but not limited to: advocacy materials, fact sheets, talking points, testimony, policy one-pagers, and letters.
- Assist state consultants and external stakeholders 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 and verbal communication skills, including writing bill summaries and weekly reports.
- Exceptional interpersonal skills, a focused listener
- Exceptional time-management and organizational skills.
- Ability to prioritize and manage multiple initiatives simultaneously; meet established deadlines
- 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.

Education and Experience Requirements:

- Bachelor's Degree, required.
- Advanced computer skills, Microsoft Word, Outlook, Excel, and PowerPoint, required. Monday.com or similar project tracking, preferred.
- Experience with legislative tracking system, required. FiscalNote or Quorum, preferred.
- 3+ years of applicable professional experience, required; experience in state government affairs or legislative staff, preferred.
- Experience tracking and managing issues of regulatory boards, 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: 15%

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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