



JOB DESCRIPTION

Position Title: Senior Director, Policy

Department: Policy & Strategic Alliances

Report To: Senior Vice President, Policy & Strategic Alliances

FLSA: Exempt

Last Revision Date: 2022 07 01

Job Summary: In collaboration with the SVP of Policy & Strategic Alliances and the Policy & Strategic Alliances (PSA) team, the Senior Director, Policy is responsible for leading the development of policy positions; engaging as a subject matter expert with policymakers, including state and federal legislators, the Administration, agencies and others; and working closely with member companies, external consultants and constituent groups to support outreach and relationship management of key partners to further the Association for Accessible Medicines' (AAM) mission and strategic policy goals.

Essential Duties and Responsibilities:

- Identify, evaluate and advance policy priorities through proactive and reactive policy analysis, including state and federal legislative policy analysis.
- Foster development and strategic management of key relationships with Congressional, Administration, CMS, FDA, and state policymakers including outreach, communications and strategy development.
- Represent AAM in external settings as appropriate, serving as a spokesperson and subject matter expert on policy issues.
- Collaborate with AAM members to establish and refine policy positions and derivative advocacy strategy and tactics.
- Identify data gaps in AAM positions and materials and work with vendors to develop data via sound research methodology in support of advocacy efforts.

- Provide data analysis, summaries and distillations and work with communications department on strategic messaging around, and dissemination of, data deliverable to a wider audience of policy makers and other stakeholders.
- Draft comments, briefing materials, presentations and positions statements on legislation and regulations.
- Establish AAM as a thought leader on priority issues.
- Proactively assist with the execution of alliance development and educational events and programming, in collaboration with consultants, member company staff and colleagues AAM-wide.
- 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.

- Working knowledge of policy and/or regulatory issues of the generic pharmaceutical industry.
- Ability to be diplomatic, resourceful and persuasive.
- Ability to anticipate challenges and effectively resolve conflict by identifying opportunities.
- Ability to work creatively and with flexibility in a fast-paced environment while maintaining high work standards.
- Ability to work independently as well as collaboratively with internal and external stakeholders including at C-suite level, a keen sense of protocol.
- Ability to prioritize and manage multiple initiatives simultaneously.
- Ability to demonstrate business-savvy judgement.
- Ability to take responsibility for assignments and see them through to a successful completion with little oversight.
- Ability to develop rapport and engender trust, transparent.
- Ability to inspire and motivate constituents.
- Ability to balance multiple requirements of internal and external constituents with a flexibility and a steady temperament.
- Exceptional written and verbal communication skills.
- Exceptional organizational and project management skills for timely implementation of projects involving multiple functions and external resources.
- Exceptional interpersonal skills, a focused listener.

- Exhibits a positive attitude and professional demeanor.
- Exhibits a high degree of personal initiative.
- Effective negotiation skills.

Education and Experience Requirements:

- Bachelor's Degree, required. Advanced degree in public affairs, public health, or an equivalent, preferred.
- 8+ years of experience in pharmaceutical or related health care field, required.
- Supervisory experience, preferred

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