

Position title	Department	Reports to
Director of Public Affairs	Public Affairs	CEO
Employment status	FLSA status	Effective date
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	January 6, 2026

## Position Summary

The Director, Public Affairs will lead ASBMB government affairs and public science communications initiatives that help build near- and long-term public support and appreciation for fundamental biomedical research. The role is responsible for advancing ASBMB's policy and advocacy priorities, maintaining and helping to build strong relationships with key stakeholders and coalitions, and advancing ASBMB's voice in Congress and the administration. It will also guide ASBMB's work to translate scientific achievements and policy priorities into clear, compelling narratives for diverse audiences and drive programs that train and engage ASBMB members to effectively advocate and communicate, helping to foster public support and appreciation for the impact of fundamental molecular life science to save and improve lives.

## Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

### Drive Government Affairs Strategy and Impact (65%)

- In coordination with coalition and organizational partners, develop and implement strategies to influence federal policies that serve organizational goals, reinforcing and building ASBMB's advocacy for basic science and its collaboration and impact across the life science ecosystem.
- Monitor legislative and regulatory developments, ensuring ASBMB leaders and members receive timely analysis and recommended actions followed by implementation. With input from volunteer leadership, craft and disseminate policy positions, statements, and perspectives to positively influence policy dialogue and outcomes.
- Represent the organization in coalitions, hearings, and stakeholder meetings to further ASBMB priority topics. Build and maintain relationships with congressional and relevant agency staff, helping them understand and appreciate the vital role of molecular life science in saving and improving lives.
- Lead impactful member mobilizations, communications and programs that drive member engagement, education and skill-building as biomedical research advocates.

### Communicate the Value and Impact of Biomedical Science (25%)

- Oversee the creation and implementation of public affairs-related communication strategies and activities, defining priority public audiences and developing tactics that help inform their understanding of and appreciation for fundamental science and its value.
- Partner with coalitions, members, ASBMB communications staff and consultants to develop digital content, op-eds, and other communications activities that amplify ASBMB's public affairs and advocacy work and impact through all ASBMB channels.
- Support the expansion of an ASBMB program that trains and encourages scientists to engage in impactful public communication, reinforcing these skills as important professional competencies.

### Public Affairs Leadership & Management Activities (10%)

- Advise, engage and staff Council and committees in areas of responsibility, seeking input and ensuring alignment with organizational priorities. Provide professional staffing of two related volunteer committees, as well as other groups as needed.

- Prepare and support ASBMB authorized spokespeople and thought leaders on public affairs topics and serve in those roles directly.
- Oversee successful execution of annual public affairs events and activities including Capitol Hill Days, briefings, webinars, annual meeting workshops, etc.
- Engage coalitions, consultants, and other affiliated groups to achieve shared goals.
- Manage two public affairs professionals to support their performance and professional growth and foster a culture of collaboration within and among teams and organizations.
- Ensure compliance with lobbying and advocacy regulations.
- Manage departmental budget, in coordination with finance team.
- Supports other relevant duties and activities as assigned.

### **Minimum Qualifications (Knowledge, Skills, and Abilities)**

- Minimum of 10 years of experience, preferably including at least 2 years of staff management experience, in public affairs, government relations, and/or advocacy, preferably with a scientific or medical society. Demonstrated experience working with or on Capitol Hill expected.
- Bachelor's degree required. Advanced degree in public policy, political science, communications, a scientific field or a related field a plus.
- Established networks within government, advocacy, public affairs, and/or scientific society/nonprofit communities.
- Demonstrated ability to translate scientific and policy issues into clear, compelling communication tailored for a variety of audiences, including congressional and administration professionals, scientists, and priority public constituencies.
- Outstanding written, verbal, and presentation skills.
- Attention to detail, strong collaborative orientation, ability to accomplish goals working with and through others.
- Experience managing and supporting teams, leading cross-functional initiatives, and fostering a collaborative, respectful working environment.

### **Physical Demands and Work Environment**

Must be able to lift at least 20 lbs. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

### **Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.