Position Description

Date: June 22, 2021  
Position Title: Manager, Public Policy and Regulatory Affairs  
Reports To: Chief Advocacy Officer  
Status: Exempt

About ASAM

The American Society of Addiction Medicine (ASAM) is a medical professional society of over 6,000 members with 50+ staff and a $10M annual operating budget. It is an energetic, fast-paced organization with multi-faceted opportunities in the area of addiction medicine.

Position Summary:
The Manager of Public Policy and Regulatory Affairs is responsible for public policy research, development and dissemination; tracking and keeping members apprised of federal regulatory developments related to the prevention and treatment of addiction and preparing comment letters related thereto; and providing counsel and technical assistance on addiction policy issues to ASAM members, policymakers, the media, and other stakeholder groups as needed.

Responsibilities/Duties:
- Manages the development of public policy statements and policy position papers, and develops other policy documents (one-pagers, talking points, etc.) as needed.
- Manages ASAM’s policy compendium. Oversees the review and revision of old policy statements to ensure ASAM’s policies remain relevant and up to date.
- Tracks and keeps members apprised of federal regulatory developments related to the prevention and treatment of addiction and prepares comment letters related thereto.
- Assists with the development of other letters, comments, and testimony in response to federal, state, and private sector policies on behalf of the Society as needed.
- Provides counsel and technical assistance on addiction policy issues to ASAM members, policymakers, the media, and other stakeholder groups as needed.
- Helps to ensure that content on key advocacy sections of ASAM website are kept up to date.
- Serves as staff liaison for the Public Policy Committee and the Practice Management and Regulatory Affairs Committee.
- Supports ongoing activities of the ASAM Advocacy and Government Relations Department, including coordination of federal advocacy initiatives and assisting ASAM members with policy questions and concerns.
**Required Qualifications**

- Bachelor’s degree
- At least three years government relations experience required
- Proven success with constituent outreach and coalition building
- Experience with MS Office products (MS Word, Excel, PowerPoint)

**Desired Qualifications**

- Bachelor’s or Master’s degree in Public Policy or a related field
- Experience working at a medical professional society
- Knowledge of addiction policy issues

**Skills and Abilities**

- **Communicator.** Has excellent written and verbal communication skills.
- **Results-driven focus.** Ability to manage through ambiguity and easily shift gears, reprioritize, and stay focused on outcomes to consistently achieve results, even under tough circumstances.
- **Project manager.** Effectively allocate and optimize resources, assign responsibility, manage timelines, reduce risks, and get the project done.
- **Team builder.** Strong commitment to working as both a leader and team player to motivate others to action to achieve common goals.
- **Problem solver.** Understands the big picture and can easily recognize challenges before they occur. Ability to make sense of complex, and sometimes contradictory, information to effectively solve problems.
- **Collaborative approach.** Work cooperatively, seeking to understand concerns and realistically manage expectations by finding common ground and building consensus for workable solutions.
- **Travel.** Able to travel occasionally with advanced notice

**Works closely with:**

- Advocacy and Government Relations staff
- Marketing and Engagement staff
- Professional Development staff
- ASAM members
- External communications consultants

**Benefits of Working at ASAM**

- ASAM’s work with physicians and clinicians helps millions of patients, families, and communities impacted by addiction
- ASAM’s work helps address the vast national crisis of opioids and addiction
- ASAM enjoys a strong organizational culture, living by values determined by staff of open collaboration, trust, courage, and connectedness
- ASAM is proud to have earned the Sloan Award for Excellence in Workplace Effectiveness and Flexibility
- ASAM offers competitive compensation (commensurate with experience) and benefits that include paid vacation and sick leave, transportation reimbursement, medical insurance, and 401k.
• ASAM’s CEO/EVP has the discretion to allow employees to work away from the office on a fulltime or scheduled basis. At any time telecommuting or remote work arrangements can be rescinded if the needs of ASAM change.

To Apply:
Please submit a resume, cover letter, and two writing samples to hr@asam.org explaining your interest in the position and how your skills match the position.

Recruiting Salary Range: Commensurate with experience (with a robust benefits package)

ASAM provides equal opportunity to all staff. No person shall be discriminated against because of race, color, religion, sex, national or ethnic origin, age, physical handicaps, marital status, sexual orientation, family responsibilities, political affiliation, or any other category that is protected by federal law or the laws of the Maryland.

ASAM is proud to be honored with the Sloan Award for Excellence in Workplace Effectiveness and Flexibility for its use of flexibility and other aspects of workplace effectiveness as a workplace strategy to increase business and employee success. ASAM was one of eight organizations and the only association to be recognized in the state of Maryland.