



POSITION DESCRIPTION

Position Title: Manager, Advocacy and Public Affairs

Reports To: Chief Executive Officer

FLSA Status: Part-Time Exempt (20-25 hours/week)

About ASPEN

The American Society for Parenteral and Enteral Nutrition (ASPEN) is dedicated to improving patient care by advancing the science and practice of clinical nutrition and metabolism. ASPEN is an interprofessional organization whose members are involved in the provision of clinical nutrition therapies.

Position Summary

The Manager, Advocacy and Public Affairs is a new position, that will oversee the established organizational advocacy efforts while enhancing the public profile of ASPEN. The position will involve participating in several advocacy coalitions and tracking initiatives that support ASPEN's mission and public policy agenda. The position will also develop a public affairs strategy that will keep members, patients, and the public aware of ASPEN's efforts and the integral role that clinical nutrition has in healthcare.

Responsibilities

1. Under the general supervision of the CEO:
 - Served as liaison to advocacy coalitions, including DDNC, Safe Step Act, PPMNE, FNAC, and Coalition for Office of Nutrition Research; attended meetings as needed.
 - Monitor relevant legislation and policy efforts of government agencies such as the FDA, CEDR, and White House Conference on Hunger, Nutrition, and Health.
2. Develop and implement a public relations strategy to increase understanding of clinical nutrition to support ASPEN's Strategic Plan.
3. Manage and track activities of the Public Policy and Advocacy (PPA) Committee and subcommittees.
4. Manage ASPEN "Take Action Center" and advocacy web pages by monitoring content and updating information (adding or removing) as needed. Serve as liaison to SoftEdge, our advocacy software.
5. Monitor projects throughout development to ensure goals and timelines are met.
6. Write, review, and edit high-profile advocacy, and organizational information for external audiences.
7. Provide advocacy content for the monthly Clinical Practice Highlights e-newsletter.
8. Collaborate with other departments, as needed, on developing campaigns to achieve tactics in public relations strategy.
9. Serve as a department liaison to internal work groups to ensure representation and input.

Qualifications

- Minimum 4 years of work experience in policy research and/or policy analysis, advocacy, or public relations position. Experience in healthcare or in a healthcare association is preferred.
- Strong time-management skills and the ability to work tight deadlines in a fast-paced, team-oriented environment with high expectations.
- Ability to meet broad goals and manage numerous projects simultaneously.
- Excellent research and communication (written and oral) skills. Ability to assimilate, synthesize, and summarize written material quickly.
- Bachelor's degree required. A degree in public health, communications, and public relations is preferred. A degree in healthcare or science is a plus.

Benefits

ASPEN has a culture that supports work/life balance and a generous benefits package that includes health benefits, flex time, and remote/telework opportunities.

Equal Opportunity Employer

ASPEN is an Equal Employment Opportunity ("EEO") Employer. ASPEN does not to discriminate on the basis of race, color, creed, religion, gender, gender identity, pregnancy, marital status, partnership status, domestic violence victim status, sexual orientation, age, national origin, citizenship status, veteran or military status, disability, medical condition, genetic information, caregiver status, unemployment status or any other characteristic prohibited by federal, state and/or local laws.

To Apply: Email a cover letter with salary requirements and resume/CV to jobs@nutritioncare.org.