



## **Director of Science Policy**

### **About SWHR**

As recently as the 1990s, women were routinely excluded from medical research and there was a profound lack of awareness that health conditions and treatments affect women and men differently. The Society for Women's Health Research (SWHR) led the fight for women's inclusion, forever changing how medical research is conducted and making women's health a national priority. SWHR is a nearly 30-year-old education and advocacy nonprofit based in Washington, DC. A highly respected thought leader in promoting research on biological sex differences in disease, we are dedicated to our mission of eliminating imbalances in health care for women through science, policy, and education.

### **Your Job**

The Director of Science Policy works in conjunction with other staff members and under the leadership and supervision of the President and CEO to develop, plan, and execute a portfolio of initiatives aligned with SWHR's programs and mission.

SWHR is seeking an experienced, intellectually curious, and dynamic professional to assume the role of Director of Science Policy. Both an action-oriented strategist and self-starter, the Director of Science Policy will envision, direct, and implement creative science programs and policy activities designed to improve women's experiences in health care. Experience in medicine, biotech, health care, or health policy is necessary, as is a clear understanding of federal health policy or government affairs and how to influence it. An exceptional writer and creative thinker, a strong candidate will be capable of translating science into messages for educational and policy purposes. She/he will work with partners and scientific advisors to implement mission-focused programs. She/he will provide strategic insight on scientific policy challenges and opportunities to engage on them.

### **Your Skills**

SWHR is looking for a highly organized candidate with the ability to prioritize, multitask, and manage deadlines. In addition to having a PhD/MD or similar qualifications in biomedical or health/life sciences or health policy, the candidate must have at least two (2) years of work experience (beyond doctoral degree), which may include: developing and managing scientific programs (proposal development, budget preparation, or program administration). She/he will have additional experience in science policy management and administration and experience with and understanding of federal health policy. The Director of Science Policy will facilitate committee meetings and conferences and develop and implement policy. The candidate will also build coalitions and engage in stakeholder outreach, as well as translate complex scientific and health content for an educated lay audience, the media, and policymakers. Additionally, she/he will have a strong publication record and experience with grant-funded programs.



### **What You'll Own**

The Director of Science Policy will own the development and implementation of scientific programs based on SWHR's strategic priorities through events (conferences, roundtables, symposia, and educational workshops) and short- and long-term projects designed to address vital questions in health or science-driven research.

### **What You'll Do**

- Build and maintain relationships with thought leaders in science policy in federal agencies, industry, and advocacy groups for programmatic work (FDA, Congress, CMS, private health plans, etc.)
- Manage and execute programs by detailing and maintaining timelines, budgets, staffing; outsourcing requests including programmatic and event logistics; and evaluating program impact
- Collaborate with the Scientific Programs, Development, Public Policy, and Communications Departments to successfully develop and execute programs
- Engage science policy experts to develop and launch activities and materials to achieve programmatic goals
- Work in partnership with the Development Department on funding proposals, ensuring that proposals are scientifically accurate and that programs are executed in accordance with sponsorship contracts
- Write scientific papers for peer review and draft reports, blog posts, perspectives pieces, and other commentary designed to expand SWHR's reach and impact in the broader health community
- Identify opportunities to disseminate information to a broader audience and collaborate with external partners and stakeholders
- Formulate policy statements/white papers on topics in science and medicine
- Serve as a spokesperson and thought leader for science policy issues in health care
- Ensure scientific accuracy of SWHR's blog posts and social media campaigns
- Manage the publication of scientific reports in coordination with co-authors
- Envision and execute communication plans necessary for the creation of networks, roundtables, conferences, symposia, etc., with the Communications Director

### **What You'll Get Out of It**

- Partnerships with other professional scientific organizations
- Media training and exposure
- Opportunity to influence the trajectory of women's health research and policy
- Autonomy to grow your career

**To Apply:** Please submit a cover letter indicating your interest in women's health and sex differences research and experience in science policy, along with your resume and two writing samples to [science@swhr.org](mailto:science@swhr.org). Please use the following format for the file name and subject line: "Last Name\_Science Policy Director." No phone calls please. Only candidates selected for interviews will be contacted. Competitive salary commensurate with skills and experience. Excellent medical, dental, vision, and other benefits provided. This is a full-time salaried position based in Washington, DC.