American Epilepsy Society
Position Profile
Manager, Advocacy and Public Policy
https://www.aesnet.org

The Organization

The American Epilepsy Society (AES) is one of the oldest neurological organizations in the country. The mission of AES is to advance research and education for professionals dedicated to the prevention, treatment and cure of epilepsy. AES promotes interdisciplinary communication, scientific investigation and exchange of clinical information about epilepsy. With a membership of 5,600, AES represents clinicians, scientists investigating basic and clinical aspects of epilepsy, and other professionals interested in epilepsy, seizures, and related disorders, as well as industry-employed members and patient advocates. Members represent both pediatric and adult aspects of epilepsy.

AES is in downtown Chicago, with a staff of 30 and an operating budget of $12.5M. AES has a hybrid, flexible work environment.

Position Overview

The Advocacy and Public Policy Manager provides policy, programmatic, administrative, and strategic support for the American Epilepsy Society's federal advocacy initiatives. This position is responsible for monitoring and analyzing public policy developments, supporting member and interested party engagement, coordinating advocacy communications and programs, and helping evaluate the impact of the Society's advocacy efforts. Reporting to the Senior Director of Advocacy, Access, and Impact, the Manager collaborates across departments and with volunteer leaders, coalition partners, and external interested parties to advance the Society's advocacy priorities. This role operates with a high degree of independence while supporting the continued implementation, evaluation, and growth of the Society's advocacy program.

Position Responsibilities

Public Policy & Government Affairs

- Monitor, analyze, and communicate to Society leadership emerging federal legislative, regulatory, and public policy developments affecting epilepsy.
- Research and synthesize information from scientific literature, federal policy, interested party input, and other sources to prepare policy analyses, issue briefs, and recommendations for Society leadership.
- Draft comments, responses to requests for information, position statements, testimony, letters, and other official Society communications.
- Monitor activities of Congress, federal agencies, and external organizations, identifying opportunities and potential risks relevant to Society priorities.
- Evaluate opportunities for Society engagement in public policy activities, including coalition efforts, organizational sign-on letters, public comments, and other advocacy

efforts.

Advocacy Communications & Member Engagement

- Partner with the Marketing and Communications team to develop advocacy communications, including newsletters, action alerts, social media content, website content, and member resources.
- Translate complex policy issues into clear, compelling communications for members, policymakers, and other interested parties.
- Develop advocacy toolkits, talking points, fact sheets, and educational resources that strengthen member engagement in advocacy.
- Coordinate advocacy engagement initiatives that encourage meaningful member participation in public policy efforts.
- Partner with cross-functional teams to integrate advocacy and public policy content into Society meetings, educational programming, and member resources.

Interested Party & Coalition Engagement

- Cultivate productive working relationships with Society members, volunteer leaders, coalition partners, federal agencies, consultants, and other external partners to advance Society advocacy priorities.
- Participate in coalition meetings, interested party discussions, and other external forums, as appropriate.
- Coordinate AES' participation in collaborative advocacy initiatives, including organizational sign-on letters, joint statements, coalition activities, and public policy partnerships.
- Support the coordination and implementation of collaborative advocacy initiatives, including the National Plan for Epilepsy, by facilitating communication among partner organizations, coordinating shared work plans, and tracking progress toward collective priorities.
- Provide exceptional service to Society members, volunteer leaders, policymakers, coalition partners, and other interested parties through timely, accurate, responsive, and professional communication.

Advocacy Program Management & Operations

- Support the Senior Director in staffing the AES Advocacy Committee, including agenda development, meeting coordination, materials preparation, follow-up, and implementation of committee priorities.
- Manage planning and execution of AES Hill Days and other advocacy events, including member recruitment, logistics, scheduling, briefing materials, training, and post-event follow-up.
- Support AES participation in the American Medical Association (AMA) House of Delegates, Current Procedural Terminology (CPT) process, and Relative Value Scale Update Committee (RUC), including coordinating volunteer engagement, preparing briefing materials, and tracking relevant policy and reimbursement developments.

- Develop and maintain advocacy work plans, project timelines, calendars, and tracking systems to support timely execution, accountability, proactive planning, and impact reporting.
- Coordinate advocacy support for cross-functional Society initiatives, ensuring advocacy considerations are incorporated into programs, partnerships, and organizational activities, as appropriate.

Evaluation & Continuous Improvement

- Develop and maintain systems to track advocacy activities, outputs, outcomes, and organizational impact, using data to evaluate effectiveness, demonstrate value, and support continuous improvement.
- Identify opportunities to strengthen advocacy processes, member engagement, and program effectiveness, and support leadership in implementing continuous improvements to the Society's advocacy program.
- Contribute to proposals, concept papers, strategic planning materials, and other resources that support the continued growth and evolution of the Society's advocacy program.
- Other duties and special projects as assigned.

Position Qualifications

Education & Experience

- Bachelor's degree required; advanced degree in public policy, public administration, public health, political science, law, or a related field preferred.
- Minimum of 5 years of experience in public policy, government affairs, advocacy, association/nonprofit management, or a related field.
- Demonstrated knowledge of the federal legislative and regulatory process and experience analyzing public policy issues.
- Excellent analytical, research, writing, and verbal communication skills, with the ability to translate complex policy issues into clear, actionable communications for diverse audiences.
- Demonstrated experience managing multiple projects, timelines, and competing priorities while maintaining strong attention to detail.
- Ability to exercise sound judgment, work independently, and manage projects with a high degree of initiative while collaborating effectively across cross-functional teams and external interested parties.
- Experience developing reports, presentations, briefing materials, policy documents, or other written materials for leadership or external audiences.
- Strong organizational, project management, and relationship management skills.
- Proficiency with Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, and Teams/Zoom collaboration tools.

Preferred Skills

- Experience working in a medical specialty society, healthcare organization, nonprofit association, advocacy organization, or other mission-driven membership organization.
- Experience supporting federal advocacy, government affairs, public policy, or grassroots advocacy initiatives.
- Experience working with volunteer leaders, committees, coalitions, or multi-interested party partnerships.
- Experience drafting public comments, policy briefs, position statements, legislative materials, or advocacy communications.
- Experience planning and coordinating advocacy events, policy meetings, Hill visits, or similar engagement activities.
- Familiarity with epilepsy, neuroscience, healthcare policy, biomedical research, or related scientific / clinical fields.
- Experience using project management platforms (e.g., Asana) and collaboration tools to coordinate complex initiatives.

Travel

- Travel to the AES Annual Meeting, external or professional development opportunities, and all staff retreats and required meetings in the Chicagoland area.
- If not based in the Washington, DC metropolitan area, periodic travel for Hill meetings and other Washington-based engagements may be required.

Compensation and Location

- This is a full-time, exempt position located in the Chicago, IL or the Washington, DC metropolitan areas.
- Annual compensation of $75,000 - $90,000, plus benefits, including health, dental and vision insurance, and eligibility to participate in a 401K retirement plan.
- Applicants must be located and authorized to work in the United States on a full-time basis now and in the future. AES is not able to sponsor candidates requiring work authorization.

AES Vision

The vision of the American Epilepsy Society is to eradicate epilepsy and its consequences.

AES Mission

The mission of the American Epilepsy Society is to advance research and education for professionals dedicated to the prevention, treatment and cure of epilepsy.

AES Values

We are dedicated to improving the lives of people with epilepsy. We embrace innovation and strive for excellence in everything we do. We are an inclusive, collegial community, which enriches the experiences of all involved. We value collaborating with other organizations that are aligned with our mission to achieve greater results.

Equal Employment Opportunity

AES is an Equal Employment Opportunity employer. Employment decisions are based on qualifications and abilities, without regard to race, color, sexual orientation, gender identity, religion, sex, age, national origin, military history, disability, genetic information, or any other protected status. AES prohibits discrimination and takes appropriate disciplinary action against violations.