

JOB DESCRIPTION

Job Title: Science & Regulatory Manager
Reports To: Science & Regulatory Director
Status: Exempt

This job description provides a general guideline to the most common duties, responsibilities, and minimum requirements for this position. It is not all inclusive and the actual position may vary as circumstances indicate or as determined by the organization. Working hours are primarily during day shift working hours, but the position may need to work varied extended hours as projects demand and during organizational events, which can include nights and weekends, as organizational needs dictate. Some travel will be required.

Summary of Position:

The Science and Regulatory Manager's primary responsibilities are assisting in executing the initiatives that support the science-based strategies related to the protection of human health and the environment in collaboration with Beyond Pesticides' members and stakeholders. This position assists in the management of the organization's oversight of scientific and related regulatory and legal issues on pesticides and their adverse effects on human health and the environment. The position assists in the analysis of scientific studies, critiques of regulatory decisions, presentation of research findings, and responses to questions from stakeholder groups, the public generally, and the media. The manager will assist in writing articles for the organization's journal and daily news service, drafting press releases, and updating several databases that track the most recent relevant science and regulatory actions. Additional responsibilities include assisting in the development of coalitions with other organizations and relevant scientists; assisting with input into public comments on rulemaking; collaborating with the scientific and medical community; and providing technical support to the organization's public education, communications, advocacy, and policy development at the local, state, and federal level.

Principal Duties:

Internal

- Embodies the values and core competencies of the organization at all times and positively promotes the organization's culture
- Supports all internal team members and programs in accomplishing the organization's mission, vision, and goals
- Collaborates with other science staff and/or consultants in analyzing and writing documents
- Works on special projects and other duties as required, helping to promote the organization's success
- Remains current with latest science, policy, and local activities to further drive and promote ideas/opportunities that assist in accomplishing the organization's goals
- Assists other team members with assigned projects. All projects are approved by Executive Director

Science

- Serves as primary contact and directs Beyond Pesticides' Science Program, including scientific and policy objectives and deliverables

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- Manages and maintain databases on science and regulatory information; ensuring information is up to date and accurate
- Monitors research on assigned topics and summarize findings

Coalition building, campaigns, external communications

- Assists in building coalitions of key stakeholders to bring scientific analyses and input to policy decisions affecting the restriction of pesticides and the advancement of alternatives.
- Provides reviewed and approved advice and responses to members, media, regulatory agencies and staff inquiries on the organization's scientific area of concentration and research review
- Assists in developing research data into actionable communications for members and the public in the organization's journal and website
- Assists in writing Action of the Week and other action alerts to organization's membership and network
- Assists in writing press releases proactively to advance the organization's mission, program, and position, and in timely response to policy decisions
- Maintains a strategic research communications platform to reach and inform critical audiences.
- Monitors research on assigned topics and summarize findings
- Assists in the execution of strategic campaigns
- Collaborates with Executive Director and Forum Coordinator on annual conference agenda, providing topic and speaker ideas, contacting potential speakers and participants, and provides assistance that will further advance the effectiveness of the event
- Provides keynote presentations at local and national organizations/conferences
- Collaborates with allied groups to promote common goals
- Organizes and attends key outside events to build key contacts and relationships

Regulatory

- Assists in the preparation and submission of technical comments to regulatory agencies and reviews regulatory agency submission materials as needed to ensure timeliness, accuracy and comprehensiveness
- Identifies, monitors, and assesses regulatory and legislative activities. Assists in the development and execution of action plans to address issues and/or objectives that further organizational goals
- May participate in strategy meetings with agencies, legislative staff, university scientists, along with other stakeholders

Position Specifications:

Essential Use of Following Tools:

- Strong proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Access etc.)
- Proficiency with social media platforms (Twitter, LinkedIn, etc.)
- Office Equipment: Phone, Copier/Fax/Scanner etc.

Education/Training/Certifications:

- Master's degree required in natural sciences and/or public health
- 1-3 years of science research experience preferred
- 2+ years of regulatory and advocacy experience in public interest organization preferred

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- Basic understanding of regulatory agencies relevant to pesticides, including EPA's offices of pesticide programs and water, as well as Food and Drug Administration, Centers for Disease Control, and the USDA's National Organic Program.

Essential Skills/Knowledge:

Internal/Cultural

- Basic knowledge of management and organizational concepts, principles, practices and techniques, with expertise in research administration.
- Strong proficiency in project management to effectively manage schedules and deadlines for ongoing initiatives
- Strong organizational skills
- Strong Time management skills
- Ability to learn other computer software programs, and enter and maintain accurate data/information

Science

- Knowledge and understanding of scientific principles, theories and technologies applicable to the natural sciences in general, as well as background in public health and ecology.
- Research, analytical and technical writing skills, with ability to make recommendations and decisions based on findings.
- Ability to write scientific issues for the general public with strong writing and editing abilities
- Strong business and stakeholder relationship building capabilities
- Excellent understanding of primary research and data
- Ability to identify research points that support overall messaging and goals

Coalition-building, networking, external communications

- Demonstrated ability to work with a range of people and organizations and manage campaigns
- Strong communication skills in written and verbal formats; showcases clear and concise manner
- Ability to persuasively communicate complex concepts and programs

Essential Competencies & Behaviors:

Culture/Internal

- Embodies the core competencies and values of the organization at all times and positively promotes the organization's culture
- Displays ethical bearing and decision making at all times and is held up as an example of what the organization stands for
- Displays a professional style and the ability to inspire confidence at all levels of the organization and with all constituencies
- Must be able to act with honor, character, and integrity
- Ability to work as part of a team and to work independently; a self-initiator, versatile
- Understands the importance of the position for the success of the organization
- Motivated, self-driven with a meticulous attention to detail
- Ability to cope within a fast-paced work environment
- Ability to positively accept change and be flexible; focusing on action and outcomes

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- Sense of humor
- Possesses a high-energy level; a strong sense of urgency and a strong sense of personal responsibility for results
- Ability to manage multiple projects with minimal supervision
- Displays ability to maintain confidentiality of all sensitive information and share with only those that are required
- Values learning and sharing of knowledge
- Has patience and is able to diplomatically pivot based on varying team needs

Science

- Maintains up-to-date knowledge of organization-related issues and/or emerging trends

Coalition-building and networking

- Friendly, engaging, and has the ability to interact with others in order to organically build confident relationships in the pursuit of accomplishing organizational goals

I have read and received a copy of my job description. I understand that it is not all encompassing and may change with or without prior notice. I certify that I have all of the above certifications/training. I certify that I am capable of fulfilling all skills/knowledge and physical requirements, either with or without a reasonable accommodation.

Print Name Date Signature Date

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.