**JOB TITLE:** Associate Director, Science & Regulatory Policy

**REPORTS TO:** Director, Health Policy

**Supervises**: None

**Budget Responsibilities:** None

**Classification:** Exempt

**SUMMARY STATEMENT:**

The Associate Director for Science and Regulatory Policy works in collaboration with the Health Policy, Patient & Outreach Services and Science & Research programs to lead the development and implementation of priority science and regulatory policy activities that advance our mission. The Associate Director will devise and articulate clear and compelling strategies, highlighting risks and opportunities, with measurable outcomes and deliverables.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

* Develop and communicate the science & policy regulatory strategy, risks, mitigations and overall plans to the Health Policy and cross-functional programs, as relevant.
* Ensure the science & policy regulatory strategy for assigned programs/projects is consistent with LCA’s mission and objectives, working with the Health Policy Team and key cross-functional programs and stakeholders.
* Provide overall regulatory functional leadership by identifying health care areas in need of improvement and leading LCA’s development and implementation process.
* Monitor patient and provider issues, such as models of care and cost analysis to address changes in the regulatory environment with potential strategic impact on lung cancer care, screening preventive services and its reimbursements, new therapies and drug approvals.
* Develop policy recommendations and advocacy strategies for medical and science issues working closely with Research & Science and Patient & Outreach Services, including the Medical and Professional Board, Screening Centers of Excellence, Treatment Center Networks and other external partners.
* Develop grants and cooperative agreements with federal agencies as opportunities allow (working with the philanthropy and administration teams as needed).
* Represent the organization and serve as primary point person for related conferences, meetings and events.

**SKILLS**

* Demonstrated track record in developing and implementing competitive science and policy regulatory strategies.
* Ability to work in a fast paced environment while handling and maintaining a complex portfolio of science regulatory policy.
* Experience dealing with broad range of stakeholders at all levels, internal and external to the organization.
* Knowledge of and broad experience with science and policy regulatory procedures and legislation for drug development and product approvals at Food and Drug Administration.
* Direct experience of leading regulatory authority meetings in different phases of drug development.
* Experience with organizing and coordinating educational events, such as, scientific-policy forums and meetings with relevant agencies such as the National Institute of Health.
* Regulatory knowledge in the area of healthcare-specific to cancer or lung cancer.
* Good understanding of healthcare policy and the legislative processes.
* Highly motivated creative self-starter with the ability to think critically and strategically.
* High quality written and oral communications skills, as well as multi-tasking skills.

**QUALIFICATIONS**

* Commitment to LCA’s mission and vision.
* Minimum of Bachelor's degree in relevant scientific discipline, higher degree preferred.
* A minimum 5 years work experience, of which at least 3 years is in Regulatory Affairs.
* Familiarity with Microsoft Office Suite & Sharepoint.

**SALARY & COMPENSATION**

* Salary is commensurate with experience.
* Generous benefits package included.
* Lung Cancer Alliance is an equal opportunity employer.

Please send cover letter, resume, salary requirements and writing sample to Lung Cancer Alliance through email, jobs@lungcanceralliance.org, subject line “Associate Director, Science & Regulatory Policy”

For more information, please visit: [www.lungcanceralliance.org](http://www.lungcanceralliance.org)