Position Title: Regulatory Policy Specialist
Position Type: Part Time / Full Time or Consultant
Location: Remote
Reporting To: Policy Director

Global Liver Institute (GLI) is a 501(c)(3) nonprofit headquartered in Washington, D.C. Our mission is to improve the lives of individuals and families impacted by liver disease. We accomplish this by promoting innovation, encouraging collaboration and scaling optimal approaches to help eradicate liver diseases. We believe that, by collaborating with the medical and advocacy communities and partners worldwide, we will achieve our vision for liver health to take its proper place on the global public health agenda consistent with the prevalence and impact of liver disease.

We are a young, fast-growing organization with fewer than 50 employees across multiple states in the U.S. and countries around the world. As such we can be nimble and flexible to employee accommodations to support peak performance, personal growth and job satisfaction.

Founded in 2014 GLI is quickly expanding in size, both in terms of our staff number and our reach around the world. We encourage our team members to bring their energy, passion, and ideas to our projects and to think outside the box in terms of how to best develop programs that can scale in size and make the greatest impact for patients with liver disease. The GLI culture centers on open communication, support for our teammates, and a willingness to try new things. If this sounds like the place for you, we hope you’ll apply!

Position Summary:

Reporting to our Policy Director, the Regulatory Affairs Specialist will augment GLI’s ability to develop relationships, advance strategic goals, and execute tactically with U.S. federal agencies related to health, particularly FDA and CDC.

Responsibilities:

- Analyze the regulatory landscape and assist the Policy Director in designing and implementing the GLI liver health policy strategic plan
- Develop strong relationships with staff in HHS and its constituent agencies, primarily FDA, CDC, AHRQ, HRSA to increase understanding of liver health priorities and GLI positions
- Anticipate and ensure that regulatory activities are communicated quickly to the organization
- Engage patients, patient advocates, and integrate their insights and perspectives into GLI policy and programs, e.g. patient-centric value framework, access, and reimbursement
- Attend and represent GLI at relevant coalition meetings and webinars
Contribute to policy workgroups across our councils
Conduct legislative research; attend congressional hearings, and develop meeting and hearing summaries/memos

Required:

- Bachelors required. MPH, MPA or JD Preferred
- Minimum 5 years industry/government experience or direct lobbying/advocacy experience
- Solid program management skills; ability to work effectively with senior management and with peers from cultural and diverse backgrounds
- Knowledge of the federal regulatory processes, and the regulatory bodies that monitor and implement the health programs, healthcare policy development, and the administrative structure of funding sources for government agencies
- Fluency in Microsoft, Google, SalesForce and Zoom applications
- Proven expertise in written and oral communications in an effective, professional and timely manner.
- A self-starter with strong interpersonal skills, able to manage time and multi-task effectively with minimal supervision in a fast-paced demanding environment
- Passion for patients

How to Apply:

Please send your resume/CV and cover letter to hiring@globalliver.org with “Regulatory Policy Specialist Position” in the subject line of your email.

Due to the high number of applications we receive for positions posted, we are only able to respond directly to candidates with whom we wish to move forward in the interview process.

*Global Liver Institute is an equal opportunity employer and affirms the right of every qualified applicant to receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, national origin, sexual orientation, genetic information, disability, age, ancestry, military service, protected veteran status, or other groups as protected by law.*