COLORADO BIOSCIENCE ASSOCIATION

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POLICY + ADVOCACY DIRECTOR

Job Description

About Colorado BioScience Association

Colorado BioScience Association (CBSA) creates co-opportunity for the Colorado life sciences community. CBSA champions a collaborative life sciences ecosystem and advocates for a supportive business climate. From concept to commercialization, member companies and organizations drive global health innovations, products and services that improve and save lives.

CBSA, a 501(c)(6), leads its work in these areas to make its members stronger, together:

- **Capital + Growth:** Support access to capital at all stages of commercialization.
- **Education + Networking:** Foster a statewide culture of collaboration with our programs and events.
- **Policy + Advocacy:** Cultivate a supportive, innovation-friendly business climate for life sciences.
- **Workforce Cultivation:** Grow an educated, experienced workforce and connect jobseekers to companies.
- **Economic Development + Impact:** Through our *Drive to Five* vision and *Hub for Health Impact*, we position Colorado as a top-tier global life sciences hub—accelerating company growth, attracting investment, and driving statewide economic vitality alongside measurable health impact.
- **Champion:** Lead the ecosystem in Colorado and share our success stories.

Colorado's life sciences community includes world-class research institutions; biotechnology, pharmaceutical, medical device, diagnostic, digital health, agricultural biotechnology and animal health companies; and the businesses that provide critical services and products to them.

Reports to: Vice President of Partnerships
Classification: Full-time, salaried, exempt
Location: Denver, Colorado (hybrid)

About the position

The Policy + Advocacy Director runs CBSA's day-to-day state and federal advocacy program. Working under the Vice President of Partnerships, the Director tracks and analyzes legislation, builds relationships with policymakers and partners, mobilizes members, and communicates CBSA's policy work to the life sciences community.

Essential duties and responsibilities

Policy + Advocacy

- Research, track and analyze priority legislation and regulation at the state and federal levels, and explain potential impacts to CBSA members.
- Work with members and partners to build support for, or opposition to, legislative and regulatory proposals that affect life sciences and the patients we serve.
- Serve as a registered Colorado lobbyist representing CBSA.
- Staff CBSA's Policy + Advocacy Committee and communicate its decisions to the Board, members, sponsors and other stakeholders.
- Help develop CBSA's annual state and federal policy priorities with the VP and the Policy + Advocacy Committee.
- Coordinate day-to-day with CBSA's contract lobbyists.
- Build relationships with state legislators and staff, the Governor's office, Colorado's Congressional Delegation and OEDIT, in coordination with the VP.
- Develop alliances with patient and health advocacy groups, healthcare industry associations, business organizations and economic development groups.
- Plan and execute CBSA's Day at the Capitol, federal roundtables, state legislative tours and other activities that build support for CBSA priorities and cultivate champions for life sciences.
- Prepare testimony, position statements and written and oral reports, and testify on behalf of CBSA.
- Represents CBSA and Colorado’s life sciences ecosystem at local and regional events, conferences and community gatherings, supports executive leadership in national settings, and brings insights back to inform programs and partnerships.
- Manage day-to-day operations of the Colorado BioScience Political Action Committee, including disbursement budget, fundraising support and compliance.

Communications

- Write CBSA's weekly policy blog and the policy content of CBSA emails.
- Share CBSA's Policy + Advocacy work with members, stakeholders and the broader life sciences ecosystem, working with the communications team.
- Contribute policy content to the CBSA annual magazine and other publications.

Member + partner engagement

- Support membership retention, recruitment, and sponsorship opportunities connected to CBSA’s Policy + Advocacy work by demonstrating its value and impact, identifying engagement opportunities, and strengthening relationships with members and partners.
- Support membership retention, recruitment and sponsorship opportunities by demonstrating the value and impact of CBSA’s Policy + Advocacy work.
- Supports programs and events with a policy focus.

Other duties as assigned.

Qualifications

This position requires experience in government relations, public policy or advocacy. Experience in healthcare, life sciences or a membership-based association is preferred. Occasional travel is required for meetings and conferences.

To perform the job successfully, an individual should demonstrate:

- Solid understanding of state and federal legislative and regulatory processes.

- Strong research and analysis skills, with the ability to explain complex policy in plain terms.
- Clear, persuasive writing for blogs, testimony, briefs and member communications.
- Confident public speaking, including presenting to groups and giving legislative testimony.
- Relationship-building skills with policymakers, coalition partners and member companies.
- Strong organization and project management, especially for events and legislative calendars.
- Ability to manage competing demands during the legislative session and work a flexible schedule, including some evenings and early mornings.
- Excellent interpersonal skills and the ability to maintain confidentiality.
- Proficiency in Microsoft 365 and Zoom; experience with legislative tracking tools a plus.

Education + experience

- Bachelor's degree or equivalent experience.
- At least 5 years of relevant experience.

Compensation + benefits

The salary range for this position is $90,000 to $110,000 annually. CBSA's benefits package includes a 401(k) plan with a matching provision, and health, vision, dental, life and disability insurance.

Non-discrimination

CBSA is an equal opportunity employer. We make employment decisions based on qualifications, merit and business needs, without regard to race, color, religion, creed, sex, pregnancy, sexual orientation, gender identity or expression, age, national origin, ancestry, disability, genetic information, veteran or military status, or any other characteristic protected by federal, state or local law. CBSA is committed to a workplace culture of inclusiveness, respect, communication and understanding.