

Title: Project Manager	Job Code: Full Time Exempt
Reports to: Executive Director, NESTcc	Start Date: July 1, 2017
Location: Arlington, VA	Email Application To: careers@mdic.org

Organization Overview

The Medical Device Innovation Consortium (MDIC) is the first-ever 501(c)3 public-private partnership created with the sole objective of advancing medical device regulatory science for patient benefit. As a membership based organization, MDIC brings together representatives of the Food and Drug Administration (FDA), National Institutes of Health (NIH), Centers for Medicare & Medicaid Services (CMS), industry, non-profits, and patient organizations to improve the processes for development, assessment, and review of new medical technologies. Our work is unique and complementary to trade associations such as the Advanced Medical Technology Association (AdvaMed) and the Medical Device Manufacturers Association (MDMA). Members of MDIC share a vision of providing U.S. patients with timely access to high-quality, safe and effective medical devices.

In September 2016, the FDA awarded a grant for the National Evaluation System for health Technology (NEST) Coordinating Center (NESTcc) to MDIC. The mission of NESTcc is the creation of structures for responsible sharing and efficient analysis of real-world evidence to inform and empower patients, accelerate medical device innovation, and improve health care outcomes. Stakeholders across the medical device ecosystem stand to benefit from improved use of real -world evidence (RWE) generated in the routine course of care. Read more about the NESTcc at <http://www.mdic.org/nestcc1pager>.

Position Overview

The Project Manager is critical for the initial establishment of the NESTcc and the achievement of its organizational objectives. He/she will be responsible for the day-to-day management of stakeholders, consultants, and staff working on the development and implementation of the NESTcc organization goals (<http://www.mdic.org/nestcc1pager>) under the direction of the Executive Director. The Project Manager will report to and work closely with the Executive Director and support her programmatic and administrative needs to achieve these objectives. As a member of the MDIC team, the individual contributes to the general advancement of the MDIC mission and goals through the work to establish this program. This position will have

exposure to national leaders in the medical device industry, academic and regulatory institutions.

Objectives and Responsibilities

NESTcc Activities

- Provides overall programmatic support to the Executive Director to meet NESTcc objectives
- Supports Executive Director in strategic and operational planning for NESTcc
- Drafts a range of documents required by NESTcc activities such as governance policies, background and policy documents, meeting materials, and manages revisions from stakeholders where relevant
- Liaises with consultants charged with communications strategy and tracks progress
- Tracks overall progress in NESTcc milestones

NESTcc Governance Committee

- Drafts documents for the Governance Committee under the guidance of the Executive Director including but not limited to governance policies, meeting materials, and strategy documents
- Manages calls and scheduling with Governance Committee members and agendas for meetings
- Manages meeting preparation materials and reading materials for the Governance Committee

Executive Director Support

- Assists with activities associated with the NESTcc strategic and operational plans and milestones development
- Drafts weekly reports to stakeholders
- Coordinates meetings, travel, and presentations for the Executive Director
- Prepares drafts of slide presentations for Executive Director's speaking engagements
- Manages calendaring and scheduling for the Executive Director

Administrative Duties

- Manages grant applications and renewals as well as reporting requirements for funding agencies
- Other duties as needed

Requirements

- Masters of Science/Arts candidate or degree in the health-related sector
- Bachelor of Science/Arts degree required
- 2-5 years of professional experience in health care, MedTech, or Life Science industry as a project manager (private or non-profit sector)

Other Skills/Abilities

- Outstanding organizational and efficiency skills, ability to do complex multi-tasking, takes initiative
- Ability to work in fast-paced environment
- Experience managing activities involving multi-stakeholders
- Ability to represent MDIC to senior industry leaders in a professional manner
- Knowledge of government regulatory agencies
- Natural ability to build relationships, lead and educate with excellent interpersonal and influence management skills
- Experience working with C-suite executives
- Verbal and written communication skills with the ability to write succinctly and quickly
- Strong skills in project management
- Ability to work independently and as part of a team
- Experience with Microsoft suite products
- Experience with a variety of web based tools including SalesForce, RingCentral, Box.com, WordPress, Adobe Design, WebEx and ability to adapt to new collaborative technologies as they become available
- PMP certification a plus
- Experience working with virtual teams
- Self-directed, team-player with sense of humor

Reporting Relationships

- The employee will report directly to the Executive Director of the NESTcc

NOTE: This scope of services is not intended to be all-inclusive. The Manager may perform other related duties as negotiated to meet the ongoing needs of the organization.