

<b>Title:</b> Project Manager	<b>Job Code:</b> Full Time Exempt
<b>Reports to:</b> Deputy Director, NESTcc	<b>Start Date:</b> September 1, 2017
<b>Location:</b> Arlington, VA	<b>Email Application To:</b> 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 will be responsible for the day-to-day coordination of stakeholders, consultants, and staff working on the development and implementation of the NESTcc organization goals (<http://www.mdic.org/nestcc1pager>) under the overall direction of the Executive Director. The Project Manager will report to the Deputy Director and support the 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 and Deputy Director to meet NESTcc objectives
- Supports Executive Director and Deputy 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 Deputy 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
- Coordinates the preparation of meeting and reading materials for the Governance Committee

### *Executive Director and Deputy 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 and Deputy Director
- Prepares drafts of slide presentations for Executive Director's speaking engagements
- Manages calendaring and scheduling for Deputy 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 preferred
- Bachelor of Science/Arts degree in the health-related sector 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 communication activities such as such as blogs, website, social media
- 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 Program Manager may perform other related duties as negotiated to meet the ongoing needs of the organization.