



1501 Wilson Blvd. Suite 910
 Arlington, VA 22209
 202-828-1600
 www.mdic.org

Title: Communications Manager	Job Code: Full time exempt
Reports To: Director of Communications and Marketing	Location: Arlington, VA

Organization Overview

The Medical Device Innovation Consortium (MDIC) is a public-private partnership collaborating on regulatory, scientific, and health economic challenges within the medical device and diagnostic industry. Through its partnership with industry stakeholders, MDIC coordinates the development of methods, tools, and resources used in managing the total product life cycle of a medical device. Offering guidance and leadership, MDIC members shape the future of healthcare by providing subject matter expertise to working groups aimed at advancing approaches that promote patient access to safer and more innovative medical technologies.

Position Overview

The Communications Manager is responsible for developing and coordinating communications activities to raise awareness of the MDIC brand and its programs. Reporting to the Director of Communications and Marketing, s/he will be tasked with managing communications projects, media relations outreach, and digital and social media activities. This role will work closely with MDIC staff across the organization to ensure that appropriate communication channels – including newsletters, press releases, webpages, social media, and other vehicles – are employed to increase the value of MDIC membership for members, and better communicate MDIC’s value to the public. Through various communications projects, the manager will also ensure that MDIC priorities, goals, and accomplishments reach appropriate audiences effectively.

Objectives and Responsibilities

- Supports the Director of Marketing and Communications in the development and implementation of strategic communications activities for MDIC.
- Effectively produce, manage, and coordinate editorial content on MDIC’s new blog, MDIC’s website, and other publications to ensure message consistency and quality from conception to delivery.
- Ability to track and report on analytics for social media.
- Collaborate with senior executives and organizational leadership on external speeches, presentations, and blog posts.
- Proactive, creative approach to communicating marketing messages, including use of graphics/visuals and multimedia beyond just written content.
- Writes clearly and persuasively in all situations.
- Detail-oriented; consistently produces high-quality work without close supervision.
- Ability to manage multiple projects simultaneously with fast turnaround, while also managing larger longer-term projects and campaigns.
- Excellent interpersonal skills, outgoing personality, and desire to provide outstanding customer service.
- Represent MDIC at conferences and other events and meetings as needed.

Requirements

- Bachelor's degree in Communications, Public Relations, Marketing, or a related field.
- 2-5 years of related communications experience in health care, MedTech, Life Science industry, and/or experience supporting non-profit or government with a focus in health/science
- Excellent written and verbal communications skills.
- Strong project management skills.
- Ability to think strategically as well as creatively, and strict attention to detail.
- Must be highly-motivated and possess the ability to work independently.
- Ability to be flexible and work collaboratively as at team within a dynamic, start-up work environment that includes virtual teams.

Other Skills/Abilities

- Proficiency with graphic design is strongly preferred, with the ability to create infographics.
- Ability to deliver top-quality communication materials, including articles, high-impact emails and PowerPoint presentations for senior leaders.
- Proficiency with CRMs.
- Experience or interest in interpreting and reporting on analytical information.
- Experience with photography and video production/editing.
- Experience with event planning or coordinating is preferred.
- Demonstrated self-starter with the ability to handle multiple projects and to prioritize work assignments, meet deadlines, be flexible and work independently in a fast-paced environment.
- Interest in the medical device industry and enterprise with a willingness to engage in continuous learning and professional and personal growth.
- Possess the technical capacity to work with Salesforce, Box.com, WordPress, Adobe creative Suite, and the ability to adapt to new collaborative technologies as they become available.
- Self-directed, team-player with sense of humor

Reporting Relationships

The Communications Manager will report to the Director of Communications and Marketing. This role is expected to work closely with senior leadership and MDIC's program team.

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

To apply, please submit a resume and cover letter to: careers@mdic.org

MDIC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, MDIC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

MDIC is an Equal Opportunity Employer.