



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

Title: Project Manager	Job Code: Full Time Exempt
Reports to: Program Director for Data Science & Technology and Program Director Clinical Diagnostics	Date: January 2020

Position 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, non-profit organization, MDIC brings together representatives of the Food and Drug Administration (FDA), National Institutes of Health (NIH), Centers for Medicare & Medicaid Services (CMS), industry, 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.

The Project Manager will report to the Program Directors for the Data Science & Technology and Clinical Diagnostics initiatives and provide overall project support for their activities to advance the development and translation of new and safe health technologies and innovative research in the creation of regulatory science tools.

Objectives and Responsibilities

- Supports the development of documents for the various work streams, including frameworks as well as meeting materials and minutes.
- Supports the management and compilation of stakeholder input to draft documents, including public comment periods
- Manages the submission and review of application submissions for relevant open opportunities, including Requests for Information (RFIs) and Requests for Proposals (RFPs)
- Creates and maintains comprehensive project documentation for workstreams
- Supports the management activities of the programs including Steering Committees and subcommittees, task forces, and work groups
- Coordinates, executes, and facilitates meetings with external partners and stakeholders
- Collaborates with staff across MDIC in implementing program activities
- Contributes to the overall development of the company, taking on responsibility or additional duties that may fall outside the general duties listed above
- Other responsibilities as assigned

Requirements

- Bachelor of Science/Arts degree in the health-related sector required; Master of Science/Arts/Public Health/Business Administration degree preferred
- 2 to 5 years of experience, including stakeholder engagement



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- Professional experience in health care, medtech, life science industry, and/or clinical research (private or non-profit sector)
- Knowledge of various Real-World Data sources (e.g., electronic health records (EHR), registries, patient-generated health data, public and private claims) and study designs used for medical device products is advantageous
- Interest in the medical device industry
- Ability to maintain strict confidentiality, discretion, and judgment in dealing with confidential, sensitive, and controversial issues in all aspects of work
- Excellent verbal and written communication skills with the ability to write succinctly and quickly
- High level of comfort interacting personally and professionally with staff and Board members, stakeholders, and external executives
- Success managing immediate, short-term, and long-term projects simultaneously in a fast-paced environment
- Organized, detail-oriented, and takes initiative
- Ability to be flexible and work collaboratively as a team within a dynamic, startup work environment that includes virtual team members
- Experience with a variety of web-based tools, including Salesforce, Box.com, and Microsoft Office Suite (i.e. Outlook, Word, Excel, PowerPoint), and ability to adapt to new collaborative technologies as they become available
- Preferred: Project management experience (Project Management Certification or consulting or Project management software experience is a plus)
- Self-directed team player with a sense of humor
- Ability to demonstrate tact, diplomacy and initiative when working with others.

Reporting Relationships

- The employee will report jointly to the Data Science & Technology and Clinical Diagnostic Program Directors.

NOTE: This scope of services is not intended to be all-inclusive. Individual 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 by email to: careers@mdic.org