Title: Director of Operations, NESTcc

Reports to: Senior Vice President, NESTcc

Job Code: Full Time Exempt

Location: Arlington, VA

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 healthcare 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.

Position Overview:
The Director of Operations will focus on driving operational excellence through identification of prioritization of key areas of innovation, processes, systems & tools, and execution for NESTcc. Director of Operations will serve on the NESTcc Leadership Team, lead through influence and manage cross-functional project teams. This is a senior level position that will have exposure to national leaders and key stakeholders in the health technology ecosystem including regulators, payers, industry, academia, health systems, clinicians, and patients/patient advocacy. This role is for someone who is a self-starter, loves working on complex and ambiguous topics and who thrives on engaging and leading broadly across the organization to drive towards tangible outcomes.
Objectives and Responsibilities for Operational Excellence:

- Drive optimization and continuous quality improvement using NESTcc quality system, policies, procedures (SOPs), standard templates and other tools such as SmartSheet.
- Identify opportunities to improve operational processes to maximize resources and allocation.
- Provide day-to-day operations to manage staff, consultants, as well as external stakeholders under 3 different initiatives: RWE Research, Active Surveillance, Collaborative Community.
- Manage programmatic staff, such as project managers and administrative support, as direct reports, for day-to-day management, goal setting/tracking, performance management.
- Champion a culture of accountability and professionalism that is driven by milestones and timelines.
- Partner with Legal and Sub-Award teams to streamline contracts, data use agreements, etc.
- Manage high-level budgets and identify issues & mitigations to facilitate decision-making.
- Preparation for MDIC Board and Governing Committee meetings and communications.
- Collaborate with Business Development teams for pipeline and sales growth to drive sustainability.
- Collaborate with Research teams for standardization and efficiencies.
- Collaborate with Marketing & Communication teams for messaging and dissemination.

Requirements:

- Master’s degree in life sciences or health-related sector is required, Doctorate preferred.
- At least 8-10 years of professional experience in a management position with a nonprofit or in the MedTech/Life Science industry.
- Experience leading large/complex programs & initiatives.
- Working knowledge of ISO 13485 and related regulations and developing processes for compliance.
- Ability to lead and influence.
- Travel up to 25% might be required.

Other Skills/Abilities:

- Outstanding organizational skills, ability to do complex multi-tasking, takes initiative.
- Ability to work proactively in fast-paced environment.
- Experience managing activities involving national experts from diverse constituencies.
- Ability to represent MDIC to senior industry leaders in a professional manner.
- Knowledge of government regulatory and/or research funding agencies.
- Natural ability to build relationships, lead and educate with excellent interpersonal and influence management skills.
- Building relationships with C-suite executives or senior leadership.
• Excellent verbal and written communication skills
• Strong skills in project management
• Ability to work independently and as part of a team
• Experience with Microsoft suite products and productivity technologies
• Self-directed, team-player with sense of humor

Reporting Relationships:
• The employee will report directly to the Senior Vice President, NESTcc
• Works closely with the NESTcc Leadership Team to support overall goals and objectives.

To Apply, email your resume to careers@mdic.org with “Director of Operations” as the subject of the email. Please include your resume a cover letter.

NOTE: This scope of services is not intended to be all-inclusive. The Director of Operations may perform other related duties

MDIC is an Equal Opportunity Employer.