



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

<b>Title:</b> Project Manager, Research	<b>Job Code:</b> Full Time Exempt
<b>Reports to:</b> Director of Operations	<b>Revision Date:</b> September 2020

### 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.

### Position Overview

The Project Manager, Research, will be responsible for the day-to-day coordination of stakeholders, consultants, and staff working on the development and implementation of NESTcc's organization goals under the overall direction of the head of NESTcc. The Project Manager, Research, will report to the Director of Operation and provide overall research project support for NESTcc in RWE studies, as well as contribute to data strategy, business planning efforts, evaluation and assessment efforts, and communications.

While working collaboratively with the NESTcc team on overall program objectives, the Project Manager, Research position will focus on supporting the implementation, growth, and management of the NESTcc Research & Data Network.

### Objectives and Responsibilities

- Accountable for relevant RWE research projects throughout the project lifecycle, including meeting management, as well as timelines and deliverables, using SmartSheet
- Provides overall programmatic support to Head of NEST to meet NESTcc objectives



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- Execute research projects according to NESTcc standard operating procedures and ISO 13485 to ensure projects are on-time and on-budget
- Partners with Business Development to manage client-driven opportunities and responding to Requests for Proposals (RFPs)
- Actively participate in client meetings discussing research projects
- Creates and maintains comprehensive project documentation for the NESTcc workflows
- Collaborate with clients, research network, and relevant research personnel on short and long-term project milestones and deliverables such as: conflict of interest (COIs), project timelines, communications activities, stakeholder convenings, and reporting requirements
- Plans and organizes data synthesis and analysis activities, including collecting and managing information about potential and existing NESTcc Research Network, and engaging in outreach to potential and existing Research Network
- Contributes to the overall development of the company, taking on responsibility or additional duties that may fall outside the general duties listed above

### Requirements

- BA/BS degree in the health-related sector required; MS preferred
- 3-5 years of professional experience in clinical research in health care, MedTech, or Life Science industry
- Manage multiple, ongoing projects in a fast-paced, regulated environment
- Working knowledge of project management methodology; PMP certification, preferred
- Understanding of medical device total product lifecycle in a regulated environment (ex. IDE, 510(k), PMA), relevant regulations pre- and post-market, and real-world data to generate real world evidence strongly preferred
- Use and maintain strict confidentiality, discretion, and judgment in dealing with confidential, sensitive and controversial issues in all aspects of work
- Highly organized, detail-oriented and takes initiative
- Exercise good judgment, integrity, strong work ethic, and quickly identify and resolve problems
- Ability to be flexible and work collaboratively as a team within a dynamic, start-up work environment that includes virtual teams

### 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 colleagues, clients, and collaborators



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- 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 to the NESTcc Director of Operations.

This employee will work closely with the full NESTcc team, including other Project Managers.

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](mailto: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.