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www.mdic.org

Title: Project Manager, Clinical Science	Job Code: Full Time Exempt
Reports to: Program Director, Clinical Science	Location: Arlington
Revision Date: May 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.

Position Overview

The Project Manager will be responsible for the day-to-day coordination of stakeholders, consultants, and staff supporting the programmatic needs of the Program Director. This includes administrative support for travel and events, correspondence, material development, production and distribution, taking minutes, record maintenance, and meeting scheduling. He/she supports the programmatic staff, board champion, steering committees, and work groups through project planning, timelines, deliverables, meeting facilitation, and action item follow up.

In addition, this person works closely with staff and consultants to support project initiatives. The individual must have strong communications skills and experience supporting meetings and events; be technically adept with administrative IT tools such as the Microsoft Office product suite including project management software (SmartSheet or equivalent). The person must be highly organized and detail oriented, with the ability to take appropriate initiative. The person must be able to work well in a fast-paced quickly evolving environment. As a member of the MDIC team, he/she also contributes to the general advancement of MDIC goals, including membership advancement and support. This position reports to the Program Director of Clinical Science and will have exposure to national leaders in the patient, medical device industry, academic and regulatory institutions and organizations.

Objectives and Responsibilities

- Provides general program support for the Program Director.
- Supports the development of documents for the various work streams, including templates, frameworks and reports 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, work groups and grant reports
- Coordinates, executes, and facilitates meetings with external partners and stakeholders, including acting as a liaison with funding agencies/partners
- Provide support for meetings, events, webinars and teleconferences for steering committees, working groups, and other MDIC proceedings
- Provide general support and coordination of programmatic activities including grant management
- Coordinates and manages metric collection
- Maintains website content
- Creates and maintains project schedules for each workstream
- Creates Standard Operating Procedures as needed
- Supports stakeholder engagement activities including patient and patient representatives
- Supports the Program Director in seeking funding sources including writing grant proposals
- Complete assigned deliverables in consultation with the Program Director
- Provide regular updates on progress to the Program Director
- Support MDIC's mission of advancing the field of medical device regulatory science
- Represents MDIC at conferences and other events and meetings
- Contributes to the overall development of MDIC, taking on responsibility or additional duties that may fall outside the general duties listed above

Requirements

- Bachelor of Science/Arts degree in health-related sector or equivalent experience required; Master's degree preferred
- 1-3 years' project management experience
- Experience with stakeholder engagement
- Professional experience in health care, MedTech, life science industry, and/or clinical research (private or non-profit sector)
- Knowledge of patient engagement methodologies, early feasibility studies, medical device clinical trials is advantageous
- Interest in the medical device industry
- Ability to coordinate and manage multiple priorities and prioritize tasks and complete tasks in a timely manner
- Ability to work in a fast-paced environment with multiple demands

- Experience supporting and managing the development of processes and materials to support broad business initiatives
- Use and maintain strict confidentiality, discretion, and judgment in dealing with confidential, sensitive and controversial issues in all aspects of work
- Excellent computer skills, including Microsoft Office
- Excellent organizational skills with impeccable attention to detail
- Excellent verbal and written communication skills with the ability and comfort to interact professionally with MDIC staff, 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
- Excellent interpersonal skills
- Experience identifying and coordinating relationships with professional services vendors/consultants
- Ability to follow-up and follow through on actions as necessary
- Ability to demonstrate tact, diplomacy and initiative when working with others.
- Preferred: Project management experience (Project Management
- Certification or consulting or Project management software experience is
- a plus)

Other Skills/Abilities

- Professional experience in MedTech or Life Science industry preferred
- Ability to be flexible and work collaboratively as a team within a dynamic, start-up work environment
- Interest in the medical device industry and enterprise with a willingness to engage in continuous learning and professional and personal growth
- Interest in working and engaging with different stakeholder groups
- Experience with a variety of web-based tools including Salesforce, Hubspot, RingCentral, SharePoint, WordPress, Adobe Design, WebEx and ability to adapt to new collaborative technologies as they become available
- Self-motivated, self-directed and a quicker learner
- Experience working with virtual teams is a plus
- Some travel will be required

Reporting Relationships

The employee will report to the Program Director of Clinical Science.

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

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.