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 Arlington, VA 22209
 202-828-1600
 www.mdic.org

Title: Project Manager, Digital Health & Technology	Job Code: Full time exempt
Reports To: Program Director for Digital Health & Technology & Program Director, Clinical Diagnostics	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.

Position Overview

The Project Manager will report to the Program Directors for the Digital Health & 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 regulatory science documents and tools for the various work streams in clinical diagnostics as well as digital health and technology initiatives
 - Supports the management and compilation of stakeholder input to draft documents, such as white papers, frameworks, manuscripts
 - Manages the submission and review of application submissions for relevant open opportunities, including Requests for Information (RFIs) and Requests for Proposals (RFPs), and public commenting periods
 - 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
 - Research and summarize program information for response to external requests, project proposals, reports and external meetings
- Contributes to the overall development of the organization, 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
- Professional experience in health care, MedTech, life science industry, and/or clinical research (private or non-profit sector)
- Interest in the medical device industry and healthcare sector
- 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 Microsoft Office Suite (i.e. Outlook, Word, Excel, PowerPoint, Sharepoint), 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 such as Smartsheet experience is a plus)
- Self-directed team player with a sense of humor
- Ability to demonstrate tact, diplomacy and initiative when working with other

Reporting Relationships

The employee will report to the Program Director for Digital Health & Technology & Program Director, Clinical Diagnostics.

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

