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 Executive Assistant is responsible for supporting the President and CEO; managing Board communications, calendaring, and stakeholder relationships. This includes Executive support for travel, events, meetings, and scheduling. He/she provides support to the MDIC President & CEO with Board-related activities, including meeting scheduling and correspondence; meeting material development, production, and distribution; and maintaining corporate records. The Executive Assistant must be able to maintain a high level of confidentiality when dealing with CEO and Board information. The individual must have strong communications skills and event planning experience; be technically adept with administrative IT tools such as the Microsoft Office product suite. The person must be highly organized and an effective communicator. As a member of the MDIC team, the individual contributes to the general advancement of the MDIC mission and goals. This position is self-directed. The duties are crucial and the level of responsibility for the role includes analyzing and assessing situations and developing solutions independently to ensure operational and board work are complete, accurate and precise.
Objectives and Responsibilities

- Provide detailed calendar management, scheduling support, and general administrative support for MDIC President & CEO, including correspondence, travel, meals & lodging, meeting materials, and expense reporting
- Manage MDIC’s Board of Directors meeting schedule including correspondence, travel, meals & lodging, technical support, and meeting materials
- Support the organization and maintenance of shared organizational files pertaining to finance, legal, and Board matters
- Ad support of key executive level events including the Annual Public Forum, Board and Committee meetings and teleconferences
- Provide regular updates on progress to the MDIC President & CEO
- Support MDIC’s mission of advancing the field of medical device regulatory science.

Requirements

- Bachelor of Science/Arts degree or equivalent experience
- 5+ years’ experience supporting C-level executives including Board reporting relationships, or equivalent experience
- Ability to coordinate multiple priorities and complete tasks in a timely manner
- Impeccable attention to detail
- Ability to maintain strict confidentiality, discretion, and judgement when dealing with confidential and sensitive issues in all aspects of work
- Excellent computer skills, including Microsoft Office
- Excellent verbal and written communication skills with the ability to be both personal and professional with staff and Board members
- Excellent interpersonal and influence management skills
- Experience identifying and managing relationships with professional services vendors/consultants
- Ability to follow-up and follow through on actions as necessary

Other Skills/Abilities

- Professional experience in MedTech or Life Science industry preferred, but not required
- Expert level proficiency with Microsoft Outlook for calendaring
- Proficiency with all Microsoft suite of products; SalesForce.com; box.com; Adobe E-Sign; WordPress; Adobe Connect; QuickBooks; Eventbrite; WebEx; Zoom
- Self-directed, self-motivated
- Comfortable being supervised remotely and experience working with virtual teams

Reporting Relationships
• The employee will report directly to the MDIC President & CEO

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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.

Applications will be accepted by email only and reviewed on a rolling basis until filled.
No phone calls please.
careers@mdic.org