

<b>Title:</b> Chief of Staff	<b>Job Code:</b> Full Time Exempt
<b>Reports To:</b> President of NESTcc	<b>Revision Date:</b> October 2023

### Organization Overview

The Medical Device Innovation Consortium (MDIC), through its public-private partnership, aims to accelerate and improve patient access to innovative, high-quality, safe, and cost-effective medical technologies. Members of MDIC share a vision of a world with timely access to safe and cost-effective medical innovations to improve patients' lives. MDIC is the first-ever public-private partnership (PPP) created with the sole objective of advancing medical device regulatory science. We are a non-profit 501(c)3 organization that operates in partnership with the FDA to improve the medical technology environment. Participation in MDIC is open to representatives of organizations that are substantially involved in medical and/or medical device:

- Research
- Development
- Patient Advocacy
- Education

### Position Description

The Chief of Staff is the behind-the-scenes leader guiding the NEST organization's day-to-day rhythm. The Chief of Staff supports the President, and all Vice Presidents by supporting strategic decision-making, goal setting and management, and multiple operational details. The chief of staff role combines comprehensive vision with a detail-oriented approach, making it a pivotal function for staff and executives to understand and value. The chief of staff frequently holds the mantle of coordinating internal and external communications, working with the leadership team to ensure all stakeholders are well informed.

### Key responsibilities include:

- Oversee, manage, and lead certain programmatic initiatives and the daily operations of the organization and collaborate with leadership to ensure strategic alignment with the mission, goals, and objectives of NESTcc
- Work with the President to manage all communications and relationships with the Governance Committee and MDIC Board.
- Responsible for managing programs that fall outside of the direct areas of responsibility of the other leadership team members – for example the Collaborative Community.

- Coordinate with MDIC staff and external contractors as needed to oversee personnel, training, budget, contract administration policies and procedures, as well as information technology, facilities, equipment, and logistics to foster successful achievement of the organization's mission.
- Oversee strategic resource planning, and budget planning. Oversee and facilitate human resources planning and personnel actions and work closely with NESTcc/Human Resources (HR) to plan, implement, and monitor actions and new HR initiatives
- Track and coordinate with all leadership the organization goals, work activities, assignments, and projects internal to the organization within the NESTcc ensuring the effective completion of initiatives and requirements
- Oversee and manage organizational action processing, standard operating procedures and processes, file maintenance and record-keeping, and morale, welfare, and recreation activities
- Manage corporate communications ensuring workforce awareness of NESTcc, and organizational programs, initiatives, requirements, training, and other opportunities; facilitate two-way communications between workforce and leadership
- Liaise and maintain effective working relationships with other NESTcc leadership, NESTcc components, and within the organization to address issues that span multiple mission or program areas
- Manage and execute internal business management processes for the organization; ensure management and staff are kept abreast of emerging developments
- Depending upon assignment, duties may include supporting and or serving as a Contracting Officer

### **Qualifications and Requirements**

- A passion for improving patient outcomes – a core tenet of the NESTcc mission
- Previous experience as a Chief of Staff
- Superior organizational, managerial, and leadership skills
- Knowledge of the budgetary processes, personnel regulations, contract regulations, and resource allocation policies and procedures
- Superior strategic and tactical planning, critical thinking, and analytical skills to propose innovative solutions and implement change with resourcefulness and creativity
- Superior ability to coordinate, network, and communicate across the NESTcc stakeholders
- Superior oral and written communication skills, including the ability to clearly convey complex information to audiences of all levels
- Superior ability to work effectively with teams, build and sustain professional relationships, exert influence effectively at all levels across MDIC
- Superior ability to establish goals and manage workflow

- Superior leadership skills and training consistent with organizational direction to develop and value a workforce representing a wide spectrum of diverse backgrounds
- Minimum of a bachelor's degree, higher degrees a plus

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 by email to [careers@mdic.org](mailto:careers@mdic.org).**

**MDIC is an Equal Opportunity Employer.** 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. 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.