

RUF Scientific Project Manager Job Duties, Responsibilities, and Requirements

The Reagan-Udall Foundation for the FDA (RUF) is a non-profit organization that works to support the mission of the FDA by advancing regulatory science and research. RUF establishes public-private partnerships between FDA and external stakeholders to facilitate innovation in science and health.

RUF is seeking a mission-driven Scientific Project Manager with an interest in joining a small and growing team. Reporting to the Executive Director, the Project Manager will perform a broad range of administrative tasks and provide organizational support to ensure the smooth functioning of day-to-day operations. Duties will focus on providing project support to our flagship program, Innovation in Medical Evidence Development and Surveillance (IMEDS). This new innovative program serves to advance the science and tools necessary to support evidence generation on regulated products, including drug safety surveillance and evaluations, and to facilitate utilization of a robust electronic healthcare data platform for such activities. To achieve our mission, IMEDS creates and fosters an inclusive environment that enhances continued engagement and participation by multiple stakeholders that include pharmaceutical companies, healthcare insurers, academic organizations, non-profits, and the FDA.

The Project Manager will be responsible for managing complex multi-stakeholder engagements that include organizing, scheduling, communications and contracting. The ideal candidate will be comfortable working independently with little supervision and taking initiative to complete duties and anticipate upcoming tasks. Strong interpersonal skills and an ability to prioritize and multi-task with accuracy, speed and enthusiasm are essential.

Duties and Responsibilities:

Project Management:

- Participate in and support activities related to IMEDS, managing complex project logistics
- Respond to calls and general inquiries about the program
- Create standard operating procedures (SOPs) for project management processes
- Coordinate and plan meetings and events

- Prepare correspondence and materials including reports, presentations, agendas, and minutes
- Maintain project contact lists
- Multitask and triage ongoing workload for priority across multiple complex projects
- Manage relationships among diverse scientific and administrative partners from different sectors (data partners, Analytic Center, and private industry)
- Research and recommend management improvements to enhance productivity
- Lead the tracking, reporting, and communications around project deliverables
- Develop and adhere to project schedules
- Provide overall day-to-day management of projects including communicating about project status/obstacles/deliverables to both internal and external stakeholders
- Liaison with the Director of Development and the Director of Marketing and Communications as part of organizational outreach activities
- Develop documentation and highly professional reports to support efficient and timely project completion
- Research industry best practices for providing superior customer service
- Draft highly technical service contracts and SOW's
- Develop and coordinate Institutional Review Board Submissions
- Provide informatics expertise for projects and business development activities in support of IMEDS
- Conduct activities with scientific project teams in support of assigned projects such as stakeholder engagement, technical review of documents, data collection strategies, etc.
- Use project management principles to evaluate and report on study progress, identify problems, recommend solutions, and implement improvements
- Ensure projects adhere to planned timelines, budget estimates, and project reports

Perform other duties as assigned.

Qualifications:

- Master's Degree in a relevant field such as informatics, epidemiology, biostatistics, health economics, or public health

- Knowledge of information systems, diverse databases, and data analytics, specifically health data systems (especially health record data)
- Sound knowledge of epidemiologic, analytic, and scientific research methods
- Ability to demonstrate tact, diplomacy, and initiative when working with project leaders inside and outside the organization
- Demonstrated ability to quickly assess team members and adapt to/navigate varying communication styles
- Demonstrated ability to communicate complex business and scientific issues succinctly and effectively
- Highly detail oriented and deadline-driven, with superior organizational skills
- Highly motivated to work independently, as well as in team settings
- Demonstrated ability to maintain a customer centered focus and navigate the multi-stakeholder process of public-private partnerships
- Demonstrated excellence in written and oral communication in the English language
- Minimum of five years of experience in project management

Desired Skills and Competencies:

- Ability to maintain a high degree of professionalism, diplomacy, and patience
- Strong skills for applying computers, reasoning analytically, managing projects, performing research, and managing records
- Attention to detail and excellent organizational skills
- Ability to keep sensitive information confidential
- Plan and execute diverse tasks at the same time without supervision
- Proficiency with MS Office (Word, Excel, Access, PowerPoint and Outlook) and relevant web-based applications (e.g., Eventbrite, MailChimp, SurveyMonkey, Doodle), are required with an aptitude to quickly learn more advanced features, versions and other software; advanced Excel skills required
- Strong oral and written communication skills
- Ability to solve problems, prioritize and multi-task
- Must be reliable, creative, flexible and self-motivated

How to apply:

Please click apply to complete the online application. You will need to submit a resume, cover letter, and salary requirements to apply for this position. Relocation is not provided.

2/13/17