



**Project Manager**  
Center for Medical Technology Policy  
Baltimore, MD

Center for Medical Technology Policy (CMTP) is seeking a Project Manager to oversee several projects where we are working collaboratively with a broad array of stakeholders to improve the process for generating credible and timely information about the real world risks, benefits and costs of promising new medical technologies. CMTP is a private, non-profit organization that provides a neutral forum in which patients, clinicians, payers, manufacturers and researchers can work together to design and implement prospective, real world studies to inform health care decisions.

Funding for CMTP comes from a blend of membership contributions from health plans and medical device and pharmaceuticals manufacturers, as well as foundation grants, such as the California Healthcare Foundation, the Blue Shield of California Foundation, and the Commonwealth Foundation, and government grants and contracts. More information is available at [www.cmtplib.org](http://www.cmtplib.org).

### **Job Description**

The Project Manager position for CMTP has managerial, research, and administrative responsibilities:

- **Managerial**--Manage multiple projects outlined as deliverables in CMTP's grant contracts, ensure deadlines are met and oversee content creation and development. Create large and small-scale work plans and coordinate activities between CMTP's Director, Senior Research Directors, Senior Project Managers, Research Associates and other team members. Build project budgets and track associated expenses.
- **Research**--Work collaboratively with other CMTP staff members to conduct original research, interviews, literature reviews, and policy analyses to guide formation and implementation of rational technology policy. Summarize this research in brief reports that can update CMTP workgroups or staff. Draft articles for publication as appropriate. Assist in the preparation of proposals to foundations and government bodies.
- **Administrative**--Organize internal and external meetings, schedule participants and venues, create agendas, facilitate discussions as requested, prepare meeting notes and other summary materials.

## Qualifications

- 2-5 years work experience in related field. Ph.D. or Masters degree (e.g., public health, public policy) preferred
- Demonstrated breadth of knowledge of health care issues, health policy, and health care programs, particularly with respect to issues regarding medical technology
- Significant or sustained project management experience
- Experience interacting professionally with diverse individuals and organizations, including high-level executives in the health care industry, senior academic, and other policy makers
- Strong research and analytic skills with the capability to apply knowledge outside of one's immediate functional area
- Demonstrated excellence in written, oral, and interpersonal communication skills.
- High energy, strong motivation, adaptability and organizational skills that support the management of multiple priorities
- Proven leadership skills and commitment to working in a team environment
- Ability to work effectively with limited supervision
- Advanced Microsoft Office skills such as PowerPoint, Excel, and Word

Salary range is \$50,000- \$80,000, commensurate with qualifications and experience. We are open to candidates with either part-time or fulltime availability.

*Send resume in confidence to:*

Penny Mohr

Vice President, Programs

Center for Medical Technology Policy

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Review of applications will begin immediately and continue until the position is filled.