



JOB DESCRIPTION

Position Title	Department	Reports to
FDA Program Manager	Program - Remote	Executive Director
Employment Status	FLSA Status	Effective Date
<input checked="" type="checkbox"/> 1099 Independent Contractor	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	2/1/22

POSITION SUMMARY

Doctors for America (DFA) has an opening for the position of Project Manager for new organizational work in establishing a DFA FDA Task Force. The DFA FDA Task Force is a multispecialty group of volunteer physicians from across the country working together to educate, mobilize, and empower other clinicians and stakeholders to evaluate and respond to the FDA regulatory process in a way that maximizes meaningful clinical outcomes for our patients.

The DFA FDA Task Force Project Manager will be responsible for serving as the policy and administrative lead of this group. DFA is looking for an experienced strategic organizer to advance this initiative by leading the following goals:

- Educating physicians and other stakeholders on the strengths and weaknesses of current FDA regulatory processes and policies. The position involves overseeing, developing, and implementing components of the initiative stated below and working closely with DFA's FDA Task Force.
- Mobilization of physicians and other stakeholders in enforcing and developing FDA regulatory processes and policies centered around robust scientific evidence and the interest of patients
- Empowering physicians and other stakeholders to advocate for improving and recentering FDA regulatory processes and policies around robust scientific evidence that serves patients.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

1. Work closely with the DFA Board of Directors, Executive Director, FDA Task Force Researcher, and members of the FDA Task Force including through regular virtual and when possible, in-person meetings to coordinate DFA's response on FDA regulatory processes and policies.
2. Manage several components of DFA's FDA Task Force at the federal level as well as our mobilization efforts with key

- stakeholders, including representatives from medical professional societies, patient advocacy groups, and regulatory science experts to discuss current regulatory science policy updates to national policy reform.
3. Oversee, implement, and assist in the coordination and planning of meetings, events and workshops, develop briefs and reports, and recruit physician members to present at FDA Advisory Committee meetings or other stakeholder forums (e.g., legislative committees).
 4. Develop and evaluate pilot curriculum on the history of the FDA, the regulatory process, and current policy proposals related to the FDA.
 5. Develop materials alongside the Communications Manager, Researcher, and Task Force members including policy briefings, sign-on letters, social media posts, and other communications projects for immediate and long-term use by DFA.
 6. Track ongoing policy activities related to the FDA including Advisory Committee meetings to engage and support physician members to provide oral or written testimony and public comments.
 7. Oversee and grow our Physician Story Portal collecting personal and patient stories related to FDA impacts on patients in collaboration with our communications staff, and national partners.
 8. Engage in administrative duties including scheduling, routine check-ins with the FDA Task Force co-chairs and Executive Director as well as the FDA Task Force, assisting with grant reports, seeking out and applying to other possible grant opportunities, and growing our membership.
 9. Attendance at evening and weekend events is essential and some travel will be required.
 10. Contribute to DFA's overall development and additional duties as assigned.

REQUIRED EXPERIENCE (KNOWLEDGE, SKILLS, AND ABILITIES)

- At least 2 years of quality grassroots advocacy, targeted constituent organizing, or research around current FDA regulatory processes and policies.
- Strong interpersonal skills, ability to work well on a diverse team, and previous experience supervising other staff.
- Administrative proficiencies: excellent writing and editing of reports, briefs, emails, organizational materials, communications to membership.

- Excellent writing skills and prior experience in developing external reports as well as policy briefs for a broad audience.
- Strong oral skills in communicating technical concepts to a broad audience.
- Ability to work well within a diverse team including prior experience working with doctors as an added plus.
- Strong organizational and administrative skills and attention to detail.
- Ability to work under pressure and meet tight deadlines in a fast-paced, changing environment.
- Strong work ethic, creativity, and tenacity in achieving objective.
- Commitment to Doctor for America's mission and goals.

RECOMMENDED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Communications experience, working with the media and strong social media skills.
- Having experience with remote working, especially as part of a team.
- Proficiency in Microsoft Word, Excel, VoterVoice/Action Network or compatible database, Google Drive, Google Docs, PowerPoint, and website functions.
- Prior nonprofit and policy experience—with both 501(c)(3) and 501(c)(4) organizations—are a plus.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

This is a work from home position and occasionally travel will be required.

How to Apply

- ❖ Please send: Resume, cover letter and two writing samples, and a list of three professional references with contact information (phone/email) to jobs@drsforamerica.org
- ❖ Start Date: *Tentative* start date is February 1, 2022.
- ❖ Salary: This is a 1099 Contract position through 12/31/22. There may be potential for funding for an additional year(s), but it is not guaranteed.

ABOUT DOCTORS FOR AMERICA

Doctors for America mobilizes doctors and medical students to be leaders in putting patients over politics to improve the health of our patients, communities, and nation. We are 20,000 physicians and medical students in all 50 states in representing all areas of specialization. Our impact areas focus on access to affordable care, community health and prevention, and health justice and equity. Find out more at doctorsforamerica.org and on Twitter [@drsforamerica](https://twitter.com/drsforamerica).