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<b>Position Title:</b>	Program Management Manager	Date:	February 10, 2017
<b>FLSA:</b>	Exempt		

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## **JOB DESCRIPTION**

### **COMPANY OVERVIEW:**

Vention Medical is a full-service provider of medical device design, product development, and manufacturing services. We help medical device companies bring innovative products to market quickly and cost-effectively.

### **POSITION SUMMARY:**

A high-performing individual to provide hands-on technical leadership to the Product Design & Development (D&D) team, and to be a key individual in the areas of Product Development and Business Development. The individual will possess a broad range of medical device design and development skills and experience, a record of leading teams from product concept through validation and into manufacturing, as well as in-depth knowledge in several clinical, product and technical areas.. This individual will also play a key role in mentoring less experienced employees, and must be self-motivated and excited by the prospect of working in a dynamic, entrepreneurial environment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plays a major role in meeting or exceeding financial goals.
- Leads staff, internal and external resources to produce prototype devices and components for testing and evaluation by client companies. Partners with Program Managers, Product Development Engineering Managers, Operations Managers, Quality, and customers to establish clinical, pilot production and scale-up plans for New Product Introduction programs.
- Ensures that all direct reports are efficiently utilized and billable at target levels.
- Supervise and lead engineers who create and deliver projects, and support production and quality control functions.
- Participates in brainstorming and design reviews. Maintains standards of excellence in all Product Development processes.
- Identifies, and supports the pursuit of, new business opportunities. Works collaboratively with Vention sales personnel to close sales.
- Generates innovative concepts for new medical device designs to satisfy clinical requirements.
- Participates in networking events that will improve Vention visibility in the marketplace and identifies prospective clients and employees.
- Participates in the organization and execution of interdepartmental activities to ensure the completion of projects on schedule and within budget constraints.
- Interacts with customer and supplier companies in a professional manner; proactively communicates with them to ensure an ongoing two-way exchange of information.

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- Intervenes and contributes to successful resolution of technical issues when they arise.
- Manages programs including large or strategic Product Development projects. Prepares project plans that define phases, tasks, durations, resource assignments, and costs. Proactively communicates assignments to responsible individuals, ensures that tasks are completed within the planned time and reports project status to the project's client company.
- Leads the Program Management team, ensuring we have the appropriate people performing at the appropriate level. Mentor and promote as applicable.
- Writes and/or reviews proposals for prospective projects. Ensures all proposals are professionally done and contain accurate technical content, costs and time estimates.
- Ensures that all work satisfies the requirements of the company's Quality Manual, with particular emphasis on Design Control.

**SUPERVISORY RESPONSIBILITY:**

Supervises product development staff, including Product Development Engineers, Program Managers and R&D Technicians.

**REQUIRED EDUCATION, EXPERIENCE, SKILLS AND KNOWLEDGE:**

- Master's degree in Engineering, required. Other advanced degrees considered.
- Past experience as an Engineering Director, Engineering Manager and/or R&D Manager, preferred.
- Minimum of 10 years of medical device product design and development experience, required. Technical management in catheters, highly desirable.
- Project Management Professional (PMP) or other project management certification preferred.
- Must be an expert in multiple technical areas, and possess a depth of knowledge in one or more clinical areas, and in one or more medical product areas.
- Demonstrated ability to successfully bring products from concept to market.
- Ability to interface effectively at all levels of the organization, with excellent written and verbal communication skills.
- Ability to recruit and retain high-caliber staff. Must be a developer of people through professional and personal mentoring.
- Must have expert-level conceptual, analytical and problem solving skills.
- Flexibility, persistence, resourcefulness, a drive to succeed, and an entrepreneurial spirit.
- Must be proficient using a complete variety of office equipment and laboratory machinery and tools and/or training others.
- Must tolerate exposure to chemicals found in the Vention laboratory environment.

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*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

External and internal applicants, as well as position incumbents who become disabled as defined under the **Americans with Disabilities Act** must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.