

## Vice President, Dietary Supplements

<b>Date</b>	<b>Department</b>	<b>Location</b>
July 06, 2021	Regulatory & Scientific Affairs	Washington, D.C.
<b>Classification/Status</b>	<b>Employment Terms</b>	
Full-Time, Exempt	At Will	

### Organization Overview

Consumer Healthcare Products Association (CHPA) is the 140-year-old national trade Association representing the leading manufacturers and marketers of over-the-counter (OTC) medicines, consumer medical devices, and dietary supplements. CHPA is committed to empowering consumer self-care by preserving and expanding choice and availability of consumer healthcare products. We foster employee engagement and reward staff through challenging work, competitive compensation and benefits, flexible scheduling and time-off options, and opportunities to grow and develop professionally.

In 2020, CHPA expanded its scope to include consumer medical devices, reflecting the role these products play in the selfcare continuum. This new position builds upon the association's well-established and comprehensive role representing manufacturers of OTC drugs and dietary supplements, with core capabilities including scientific and regulatory affairs, government affairs, and communications.

### Position Description

The Consumer Healthcare Products Association is seeking a Vice President of Dietary Supplements. This individual will serve as the association's cross-functional leader on dietary supplement issues, working to evaluate science, shape policy and priorities, influence the media and policymakers, and guide the membership and association staff in this important and growing consumer health category. The individual will lead an interdisciplinary staff team to develop and deliver a program of work in dietary supplements across a broad range of functions, including science, regulatory, communications, legal, and government relations. Depending on the candidate's experience, the position will report to either Senior Vice President, Regulatory & Scientific Affairs, or the President and CEO. The position is based in CHPA's Washington, D.C., office; however, a partially remote arrangement would be considered.

### Essential Functions

These essential functions are not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required for this job. Activities, duties, and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: To that end, the Vice President is responsible for the following:

- Lead CHPA’s program of work in dietary supplements by working with CHPA members and across CHPA functions such as science, regulatory, communications and legislative affairs.
- Develop CHPA’s strategic priorities to help defend, grow, and enhance the reputation of the category by serving as staff lead of the CHPA Dietary Supplement Council, consisting of top business leaders from CHPA member companies.
- Provide advice and leadership to member companies, CHPA departments, committees and working groups on scientific issues and regulations impacting dietary supplements.
- Representing CHPA, along with regulatory staff, to FDA and other regulatory agencies.
- Represent CHPA at relevant industry meetings, conferences, webinars and deliver invited presentations on topics of interest.
- Serve as spokesperson for CHPA in comments to the media and help develop and participate in CHPA educational programming, including conferences, webinars, and podcasts.
- Monitor and interpret the scientific literature and other sources of data related to dietary supplements and contributing to critical reviews of it.
- Understand consumer and professional attitudes and practices with respect to dietary supplements; identify research gaps and propose plans to fill.
- Interact with other trade associations, stakeholder groups and standard-setting bodies with interests in dietary supplements; propose joint projects as opportunities arise.

### **Desired Skills and Experience**

A successful applicant should possess the following skills and experience:

- Established reputation and respected as an authority in dietary supplements via work history and other credentials.
- Industry-specific experience and commercialization of products. A broad understanding across a wide range of topics related to dietary supplements, including regulation, formulation, claims support and manufacturing, and retail distribution. Proven record of publication and media engagement, technical and lay public.
- Proven record of oral and written communication skills related to dietary supplements; strong oral communication skills as demonstrated by presentations and interviews. Sharp capability of communicating scientific information clearly to a variety of audiences internally and externally.
- Strong organizational and project management capabilities; strategy development, goal setting, consensus building; ability to understand individual member or organizational issues.
- Preferred: Ph.D. or PharmD Degree, life science; 10+ years of experience in the dietary supplements industry (note: FDA experience may be substituted for some of the industry experience).

### **Required Education and Work Experience**

- Minimum: Master’s Degree, Nutrition or related multidisciplinary science or a pharmacy degree.
- 7-10 years of experience in the dietary supplements industry, particularly in product development and commercialization.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands handle, type or feel; and reach with hands and arms. This is largely a sedentary role however some filing is required. This would require the ability to lift files, open filing cabinets, and bend or stand on a stool as necessary. This position requires the ability to occasionally lift office products and supplies up to 10lbs.

### **Position Type/Expected Hours of Work**

This is a full-time position. Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 10:00 am to 3:00 pm and must work at least 37.5 hours each week to maintain full-time status. Occasional evening and weekend work may be required.

### **Travel**

Varies

### **Supervisory Responsibility**

The Vice President does not have direct reports.

### **How to Apply**

Please enter **Vice President, Dietary Supplements** in the subject line of your message and email the following items to [jobs@chpa.org](mailto:jobs@chpa.org).

- Letter of interest
- Resume or CV

### **EEO Statement**

CHPA is stronger by working with people with a diverse set of backgrounds and perspectives. Consumer Healthcare Products Association is committed to equal employment opportunity and makes all employment-related decisions without regard to race, religion, color, national origin or ancestry, age, sex, disability, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity or expression, genetic information, marital status, family responsibilities, personal appearance, political affiliation, matriculation, veteran or military status, union affiliation or any other categories protected by federal, state, or local law (the “Protected Categories”).