CHPA® | CONSUMER HEALTHCARE PRODUCTS ASSOCIATION

Taking healthcare personally.

Director, Project Management

Date	Department	Location
7/24/2024	Regulatory & Scientific Affairs	Washington, DC
Classification/Status	**Employment Terms**	**Reporting Relationship**
Full-Time, Exempt	At Will	VP Regulatory & Scientific Affairs

Organization Overview

Founded in 1881, the Consumer Healthcare Products Association (CHPA) is the national trade association representing the leading manufacturers and marketers in the consumer healthcare industry with its core capabilities, including scientific and regulatory affairs, government affairs, and communications. CHPA is the leading voice fighting to ensure that Americans have access to beneficial over-the-counter (OTC) medicines, dietary supplements, and consumer medical devices they can count on to be reliable, save money and time, and deliver new and better ways to get and stay healthy. CHPA partners with its member companies to promote a more inclusive industry and to support a broader diversity, equity, and inclusion effort to ensure equity for CHPA's staff and consumers in the United States.

CHPA fosters 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.

Position Summary

The Director, Project Management is responsible for coordination of clinical and nonclinical work activities undertaken by the CHPA Sunscreen Consortium Task Group to address ingredient safety. Utilizing analytical, budget, project management, and relationship skills to organize all task group related efforts, this position reports directly to the VP Regulatory & Scientific Affairs but may also work with other staff members participating in sunscreen consortium efforts at CHPA. This role requires effective collaboration with decision makers, staff, CHPA members, FDA, and outside consultants/Contract Research Organizations. The Director, Project Management may also work on additional projects as needed.

Essential Functions

This position description is 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:

Project Management Duties:
In conjunction with the staff liaison for the Sunscreen Consortium:

- Develop and maintain high-level knowledge of issues pertaining to sunscreen regulation, efficacy and safety, including work completed by the Consortium to address them.
- Coordinate with Finance department to manage task group budgets, including recommending budget adjustments, developing year-end projections, and creating cash flow timelines.
- Manage relationships among diverse stakeholders including scientific and administrative stakeholders from industry and FDA.
- In collaboration with the Consortium, develop project schedule including detailed timelines, descriptions or deliverables, and identification of milestones for both clinical and nonclinical workstream activities.
- Coordinate efforts with multiple outside consultancies and Contract Research Organizations to ensure adherence to agreed-upon timelines and timely delivery of work product
- Assist in preparation of FDA meeting materials, including meeting requests, background packages and calls for data.
- Prepare action summaries of task group calls/meetings, including integration into project schedules.
- Work with CHPA Health in Hand Foundation to develop consumer education on sunscreens
- As needed, work with CHPA State and Federal Government Affairs to address efforts seeking to restrict access to sunscreen ingredients
- Manage documents, research materials and other information related to multiple Task Group efforts (clinical and nonclinical)
- Manage task group or cross-functional working group meeting logistics, including presentation content and PowerPoint presentations.
- Prepare presentations and update reports for internal and external audiences on work related to clinical and nonclinical testing of sunscreen active ingredients.
- Create and implement templates for common task group processes and logistics.
- Work with VP Reg & Sci Affairs to assist with vendor selection and data acquisition and maintenance.
- May also work on other OTC drug ingredient specific Task Group related projects as needed.

Required Education and Work Experience

- Bachelor's degree and 5 years or more of relevant project management experience.
- Experience working on science related issues.
- Proven ability to set priorities, work independently, manage multiple ongoing projects and meet deadlines.
- Strong computer skills, including expertise in Excel and other Microsoft Office programs.
- Excellent organizational and interpersonal skills.
- Superior abilities collaborating in cross-functional teams across disciplines.
- Excellent oral and written communication skills.

Preferred Education and Work Experience

- Degree in biomedical science or a related discipline
- Ability to learn quickly and communicate complex scientific issues succinctly
- Health care knowledge and experience preferred.
- Familiarity with US sunscreen regulation

Supervisory Responsibility:

None

Travel:

Less than 10%

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

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 10 pounds.

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.

How to Apply

Please enter Project Manager in the subject line of your message and email the following items to jobs@chpa.org.

- Letter of interest
- Resume or CV

EEO Statement

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").