

Position: Manager

Salary: Competitive

Company Description

Potomac River Partners is a specialized management consulting firm focused on compliance services for the life science industry. The company's main clients include large and medium-sized pharmaceutical and medical device firms. Because Potomac is a smaller company, employees work closely with firm leadership, gain exposure to different aspects of the business, and enjoy opportunities for professional development and advancement.

Working for a smaller firm means less bureaucracy and greater opportunity to navigate your own path. Team members are given the early responsibilities that come from working for a smaller firm and having greater exposure to a variety of experiences. Each person's effort makes a real difference to our clients and the company's bottom line. We offer a rewarding, collegial work environment with tremendous interpersonal and career growth opportunities.

Position Description

We are seeking an experienced Manager to participate on client engagements and help grow the business. Responsibilities generally include leading project workstreams or small project engagements such as building training solutions or developing policies, standard operating procedures, and clear communication resources. Our Managers also provide occasional live monitoring support, such as ride-alongs and speaker program reviews. Managers are able to work autonomously, with limited Director-level oversight.

Responsibilities:

- Support project efforts such as defining scope, planning, and executing projects across multiple Potomac River Partners service lines
- Independently manage multiple project tasks and workstreams
- Present results to day-to-day clients and develop relationships with client personnel
- Perform periodic live monitoring activities throughout the country for our clients
- Assist with developing firm's internal processes and intellectual capital
- Travel as needed

Required Qualifications:

- Significant knowledge and relevant professional experience in pharmaceutical/medical device/biotech compliance; consulting experience preferred
- Client-facing experience with an emphasis on making recommendations/persuading clients
- Significant experience with either developing compliance training OR policies and procedures
- Comprehensive knowledge of the key laws and codes that govern the life sciences industry (e.g., FDCA, FCA, AKS, HIPAA, PhRMA/AdvaMed, Sunshine Act)
- Demonstrated experience with practical application of regulatory requirements
- Strong verbal and written communication abilities, with exceptional writing, editing, and proofreading skills
- High level of accuracy and attention to detail in final deliverables
- Bachelor's degree from a four-year university

Preferred Qualifications:

- Global compliance project experience (e.g., EFPIA, privacy laws)
- Medical Affairs, Clinical, and/or Managed Care compliance

- Familiarity with conducting compliance program assessments
- Management experience and ability to mentor and supervise a team of professionals
- MBA, or relevant advanced degree (e.g., JD, MPH)

Core Competencies:

- **Analysis** – Excellent problem solving and critical thinking skills. This individual must be intellectually sharp and capable of thinking on their feet while demonstrating outstanding business judgment.
- **Communication** – This individual should possess very strong communication and persuasion skills. They will also be direct, clearly articulating their thinking and defending their case.
- **Teamwork** – Works well in a team environment alongside individuals of a range of personalities, skill sets, and experiences. Brings a positive energy that engages others and brings the team together. Comfortable playing various roles on a team (leader, member, advisor, etc.) depending on the situation.
- **Flexibility** – Able to adjust to frequent changes in priorities. Willing to do whatever it takes to get the job done.
- **Resourcefulness** – Able to take creative approaches to solve hard problems. Proactively seeks out new and better ways of doing things. The successful candidate will be resourceful, action-oriented, and possess a sense of urgency and the ability to overcome obstacles to produce results in a timely fashion.
- **Professionalism** – Takes pride in work and creating a polished product. Maintains poise and composure even under challenging circumstances. Always treats others with respect.
- **Leadership** – Sees the big picture and feels comfortable coaching/motivating others. This individual leads by example, while demonstrating the credibility to motivate others to take action. Comfortable leading in a variety of contexts, both as a leader on project teams and as a trusted advisor to the client.
- **Task & Priority Management** – Able to effectively plan and organize workstreams to deliver on commitments and meet deadlines.
- **Integrity** – Delivers on promises. Demonstrates honesty and trustworthiness in all interactions.

For more information, please visit the company's website at potomacriverpartners.com.

Please forward cover letter and resume to recruiting@Potomacriverpartners.com.