



Greenleaf Health

Manager of Regulatory Policy

Greenleaf Health, Inc. (Greenleaf), a leading FDA regulatory consulting firm, is seeking a Manager of Regulatory Policy to perform research, analyze findings and draft documentation regarding the Food and Drug Administration's (FDA's) regulation of medical products.

POSITION OVERVIEW

This is a full-time position based at Greenleaf's Washington, DC headquarters.

This position will report directly to the Greenleaf Drug and Biological Products Team and the primary function of this role will be to support the team's clients. The optimal candidate should have, at a minimum, a firm grasp on the U.S. health care system and a basic understanding of the FDA's role within the system. In addition, the ideal candidate's experience should highlight their ability to research, analyze, write and manage multiple projects simultaneously as well as their ability to work with clients. The candidate will be an organized self-starter, able to work with moderate supervision, and flexible enough to thrive within a small and growing company.

RESPONSIBILITIES

The job responsibilities include, but are not limited to, the following:

- Under general direction of Greenleaf's Principal of Regulatory Policy and senior level management, assist with research projects in the area of medical product regulation;
- Facilitate information gathering and data collection for projects and reports;
- Draft summaries of project findings and analyses;
- Track policy changes and announcements related to the FDA regulatory landscape;
- Assist with additional editorial duties including writing, reviewing and editing as needed;
- Participate in meetings with current and prospective clients; and
- Perform other duties as assigned.

QUALIFICATIONS

Interested candidates should meet the following qualifications:

- Bachelor's degree required; Master's degree a plus
- Excellent research, analytical and writing skills
- Solid experience using Microsoft Office; Mac experience desired
- Exceptional verbal and written communication skills
- Strong interpersonal skills
- Keen attention to details

COMPENSATION/BENEFITS

Greenleaf provides a challenging and engaging work environment, while offering flexibility to maintain an optimal work-life balance. Benefits are provided to employees working 30+ hours per week. These include: health, dental, vision and life insurance; 401(k) plan with employer match; generous paid leave/time off policy; and indoor parking. Compensation is commensurate with professional experience.

ABOUT GREENLEAF HEALTH

Greenleaf is a leading FDA regulatory consulting firm that provides strategic and technical guidance to pharmaceutical, biotechnology, and medical device companies researching, developing, and manufacturing innovative solutions to pressing global public health challenges.

Greenleaf is committed to serving clients' needs with extensive expertise, unwavering integrity, and strategic insight in a manner that supports availability of safe, effective, and high-quality drugs, biologics, and medical devices.

With decades of experience in senior positions at the FDA and industry, Greenleaf's team of respected professionals brings unmatched expertise that companies need when working directly with the FDA and when navigating today's evolving regulatory environment. For more information about Greenleaf, please visit our website at greenleafhealth.com.

HOW TO APPLY

Interested applicants should submit employment-related documentation (resume, CV) to careers@greenleafhealth.com by February 28, 2022.