

## Digital Therapeutics Alliance *Project Manager*

The Digital Therapeutic Alliance (DTA) is seeking a dynamic and personable individual to manage DTA's key initiatives, including Work Groups, member engagement, and internal operations. The ideal candidate will be organized, proactive, and demonstrate an ability to work with DTA member companies, advisors, industry partners, and stakeholders.

### **Key Responsibilities**

#### *Work Groups*

- Manage DTA's Work Groups and oversee the development of content for group initiatives and projects.
- Work closely with DTA members, advisors, staff, and consultants to assist in the development of industry best practices and frameworks.
- Oversee and engage with DTA's Advisory Groups, ensuring that advisors are appropriately integrated into DTA initiatives.
- Provide research, analytical, and writing support for industry white papers and reports.

#### *Member Engagement*

- Serve as a primary contact and resource for DTA member companies and advisors.
- Arrange and facilitate DTA's membership business meetings.
- Engage with new member applicants and oversee membership onboarding process.
- Work with DTA staff to develop and maintain industry programs and partnerships.
- Manage incoming requests for information from industry stakeholders.

#### *Internal Operations*

- Responsible for relevant daily operations.

### **Desired Skills and Experience**

- Strong management skills and ability to lead teams and committees.
- Demonstrated ability to facilitate meetings and deliver meaningful outcomes.
- Exceptional writing, interpersonal, and oral communication skills.
- High attention to detail, including strong organization and analytical skills.
- Working knowledge of the digital therapeutics and healthcare industries.

*Minimum Experience Required:* 3+ years of employment with a healthcare association or with a closely affiliated organization or company.

### **Considerations**

This is a full-time position that reports directly to the Executive Director. All candidates must be eligible to work in the United States.

Interested candidates may submit cover letters and resumes to [info@dtxalliance.org](mailto:info@dtxalliance.org).