



ASSOCIATE DIRECTOR / DIRECTOR RESEARCH PROJECT MANAGEMENT

We are looking for an innovative, highly motivated Research Project Manager with a strong scientific background in preclinical drug discovery research and project management. The ideal candidate has a proven ability to manage internal research and drug discovery project teams and drive results forward. Responsibilities include the use of best practices for planning and tracking early to late-stage research projects, setting priorities, facilitating science-based and business/ portfolio-oriented discussions in research teams, and managing the team to deliver results. The candidate will be a team player with well-developed skills for gaining the cooperation of others and ensuring effective communication and collaboration among team members in a matrix team environment.

The Associate Director / Director Project Management is responsible for overall coordination and planning for projects of large scope, budget and strategic importance. This includes drug discovery projects in the exploratory or therapeutic stage through preparation for regulatory filing. The Research Project Manager will work with the scientific program leader to oversee, organize, and drive research and early development programs to ensure that all goals and milestones are met per agreed upon project specifications. Effective coordination of numerous disciplines is required for successful execution. In this role, the Research Project Manager will work with the team to develop the project plan, project budget, execution of the project plan to timelines and budget, and ensure appropriate and timely decision-making and progress. The Research Project Manager sets agendas and chairs recurring project team meetings, and ensures effective cross functional communications are achieved with all team members. Previous drug discovery and global project team experience is required.

KEY RESPONSIBILITIES

- Coordinates the design and execution of cross-functional project plans for exploratory drug discovery and early clinical development of biologics and small molecule therapeutics. This will involve the mapping of preclinical, early

development and all other relevant team information, with a variety of project management tools.

- Maintains frequent communication with the cross-functional project team members and key internal stakeholders so that all parties are aware of current project status, issues, contingencies, and milestones.
- Prepares summary information on program progress, timeline updates and risk assessment for periodic presentations to governance committees.
- With team members and in accordance with corporate objectives, facilitates the setting of program strategy and objectives, key milestones, and scope.
- Facilitate team meetings and ensure that clear actions and decisions are documented, communicated, and committed to, enabling timeline achievement.
- Builds strong working relationships across departments, with key stakeholders, and Senior Management to ensure transparency and to facilitate communication.
- Implements project management tools and systems that scale with growth and complexity of function and company.
- Identifies and defines inter-dependencies among functions and how such inter-dependencies will affect decisions downstream for the programs.
- Identifies misalignment issues between functional groups and assertively drive issues to resolution. Proactively identify risks, and then develops and implements risk mitigation and contingency plans.
- Develops and coordinates resource and budget planning across functions to assure adequate resources are applied to the project and any changes are highlighted appropriately.
- Supports research teams to drive excellence and accountability, governance expectations and preparation for key decision point discussions with focus on cross-functional input.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

- At least 7 years of formal Pharmaceutical Drug Discovery or Early-phase Development program management experience.
- Experience working with small molecule drugs is mandatory.
- Experience with oncology therapies is desirable.
- Must be an innovative, driven, highly organized self-starter with the ability to handle multiple activities and comfortable interacting with all levels of management within the company.
- Demonstrated in depth knowledge of the early drug development process, preferably from early research through clinical development.
- Proven ability to develop detailed integrated project plans.
- Strong communication skills, both verbal and written
- Excellent interpersonal skills including people management, time management, organizational, and prioritization skills.

- Proven ability in negotiating/influencing and collaboration skills.
- Willing and able to learn new skills to meet changing needs of the organization.

EDUCATION

M.S. (or higher) in Biology, Chemistry or other related scientific area.

COMPENSATION

An attractive compensation package commensurate with this senior leadership role will be provided.