

Director, Program Management

Summary Description

The Director, Program Management will partner with the Clinical and/or Research Team Leader to co-lead one or more Project Development Team's in the planning and execution of corporate development goals.

Key Responsibilities

- Collaborate with Team Leaders to enable team development and follow-through of the Clinical or Research Development Plan (e.g., partnering with, and gaining cross-functional alignment on deliverables)
- Facilitate team development and management of Risk Mitigation Plan
- Build, maintain and control the cross functional timeline for the execution of Clinical Development Plan and/or protocol execution - highlight dependencies, milestones, deliverables, and critical path; create timeline scenarios as needed and facilitate cross-functional reviews
- Help to identify and leverage interdependencies in short-, mid-, and long-term project and study plans
- Ensure functions are tracking to key deliverable and milestone timelines.
- Advocate and drive for overall project execution quality – Propose, facilitate and implement plans to resolve issues and execute corrective actions
- Facilitate team meetings in collaboration with the Clinical and/or Research Team Leader - develop meeting agendas, issue meeting minutes, and track action items to completion with cross-functional leads
- Collaborate with the Team Leader to ensure all team members read, understand and execute their roles according to the team Charters
- In collaboration with team leads, identify, communicate and escalate Study Team interdependencies, issues, perspectives and key decisions as appropriate
- Communicate objectives, plans and timelines to the PDT
- Contribute to and facilitate the development of appropriate metrics for the PDT
- Support ad-hoc working groups that result from PDT needs
- Support the execution of steering committee meetings or clinical advisory boards in collaboration with Clinical Development
- Work with Team Leaders to coordinate cross-functional activities from data generation through clinical study report development in collaboration with CMC, BioMetrics, Clinical, Medical Writing, Regulatory, Quality and other functions
- Coordinate conducting Lessons Learned initiatives for the PDT and/or other cross-functional teams as appropriate.
- Collaborate with Finance to assure that the team's financial needs are accounted for in the overall budget and are tracking against spend projections
- Assist with the development of Corporate and Investor slide decks. Checking that the team's activities, progress and risks are accurately presented to the BOD and outside investors.

Experience

- Director level expertise in at least one functional area that directly contributes to successful late stage drug development.
- Minimum of 5 years project/program management experience (including industry, project management, or academia) for Director. PMI or comparable certification a plus.

Education

- BA/BS in a scientific or technical field. MS or MBA preferred.