



Research Program Manager

Position Code: 21061-18B

Summary Description

The Research Program Manager will partner with the Research Team Leader(s) to co-lead multiple Project Development Team's in the planning and execution of corporate development goals.

Key Responsibilities

- The qualified candidate will lead and manage assigned drug discovery and/or development projects.
- Responsible for the creation and maintenance of project development plans and will ensure continuous alignment of development and business strategies between executive management, Project Management, and line function participants.
- Manage cross-functional project teams consisting of representatives of various departments/functions and as required for the projects.
- Work with project teams to develop and optimize overall research and development timelines including resource planning (FTE, externals costs, outsourcing etc.).
- Apply project management and technical expertise to monitor critical path timelines and resources.
- Inform key stakeholders of status, issues, problems, and proposed solutions and execute effective and timely communication to line functions and senior management, and proactively communicate issues and concerns providing transparency with key stakeholders.
- Establish a format, and maintaining research project documents on SharePoint, for access by the project teams; defining key project activities, generating and keeping timelines, setting meeting agendas and generating minutes, following up on action items, forming sub-teams, as needed to resolve issues, and working with finance/functional leads on the overall program budget, managing research outsourcing.
- Facilitate team development and management of Risk Mitigation Plan
- 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 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
- 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.
- Demonstrate excellent leadership skills to tactfully influence individuals at all levels of the organization.

Experience & Education

- BA/BS in a scientific or technical field or equivalent experience. MS, PhD or MBA preferred.
- Senior Manager level expertise in at least one functional area that directly contributes to successful late stage drug development.
- Minimum of 2 years project/program management experience (including industry, project management, or academia). PMI or comparable certification a plus.

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