



JOB DESCRIPTION

Position Title: Associate Director, Program Management

Job Summary

The Associate Director of Program Management is responsible for developing, managing and implementing strategies to advance clinical stage compounds through Marketing Authorization and commercial launch. The successful candidate must be able to translate product development strategies into executable plans, project budgets, and resource plans. The Program Manager will be responsible for ensuring that activities are successfully executed and deliverables are created in accordance with corporate and program goals and quality standards. The position calls for a personable professional who possesses a high degree of integrity.

Responsibilities

- Manage all aspects of the program management process (initiation, planning, execution, budget, schedule, contracts, reporting, completion)
- Successfully align cross-functional teams to achieve tactical focus of program and corporate objectives
- Ensure team members understand project objectives, specifications, deliverables, timelines and tasks through ongoing clear, concise communication
- Lead program team meetings, establish agenda, record minutes and drive discussion
- Together with functional teams, develop detailed project plan including timelines, budgets, resource planning and milestone deliverables
- Ensure that program priorities are communicated effectively to functional team members
- Proactively assess and manage risk associated with critical path activities and facilitate development of contingency plans to assure quick resolution of program challenges
- Manage obstacles to eliminate or minimize critical barriers to progress, including raising significant hurdles or escalating risks/ issues/concerns of the team to appropriate functional leadership and/or Senior management.
- Work with team members to resolve issues or conflicts that may affect deliverables, timelines or budget
- Generate and maintain metrics to track project and provide accurate and timely reporting of project status (i.e. dashboard and executive summaries) to Senior Management
- Align and manage all cross-functional activities to deliver on timeline and on budget per contract while meeting agreed upon technical, operational, business and compliance requirements.
- Provide guidance to team members on work streams and approaches and provide feedback to functional leaders for team member year-end performance reviews.
- Work with the Finance to develop budgets, forecast updates and financial analysis as needed.

Required Skills and Abilities

- Strong written and verbal communication skills including the ability to communicate effectively across all levels of the organization
- Developing and maintaining program timelines through project management software, Gantt charts, participating and writing meeting minutes of program team communications for recordkeeping purposes
- Excellent interpersonal and conflict resolution skills
- Outstanding organizational skills with a high attention to detail
- Ability to work well in a team environment

Education and Experience

- Requires a BA/BS degree in a scientific field; a higher degree preferred
- A minimum of 5 years of experience in drug development within the pharmaceutical industry.
- Strong command of project management software required.