

Discovery Research Project Manager

Location: Jupiter, Florida

Summary

A successful Program/Project Manager is a driven and dynamic leader and facilitator with a track record of being highly organized and detail oriented, communicates effectively at all levels, thrives in a dynamic environment, and is adept at facilitating actions and resolving conflicts. The Program/Project Manager is responsible for the overall direction, coordination, implementation, execution, control and completion of projects while ensuring consistency with company strategy, commitments and goals. The ideal candidate will have laboratory experience, excellent verbal and written communication skills, strong attention to detail and the ability to multi-task and lead in a fast-paced environment.

Essential Functions

- Facilitate the execution of the overall research program goals
- Work with teams to collect and develop realistic, but aggressive, timelines, budget and resource allocation.
- Build integrated research plans across the research group (subteams: chemistry, biology, PK, ADME, pharmacology, and toxicology) for execution
- Responsible for developing status trackers and monitoring of project(s) progress against approved timelines, milestones, and budget while adhering to agreed-upon team objectives and deliverables
- Ensures effective, proactive, and open communications horizontally and vertically to achieve transparency and clarity of program goals, progress, and issues
- Support upper management and lead scientist(s) in defining roles and responsibilities within the research teams
- Implement and document key project decisions and changes/interventions to achieve project results
- Develop and maintain processes, procedures and tools for the research team; including, research protocol management and review, compound inventory system, compound database, electronic lab notebook maintenance.
- Responsible for preparing and tracking work performed at contract research organizations
- Integrate research protocols and processes with established company policies
- Schedule and lead meetings and issue meeting minutes
- Follow-through on action items to facilitate timely closure
- Perform data analysis and prepare for presentations as needed

Qualifications

- Ph.D. preferred, or Ph.D.-equivalent in biology, chemistry, biochemistry, or chemical biology
- 3+ years of post-graduate work in an industry-setting.
- Working knowledge of disease biology, preferably for genetically-defined indications
- Experience in RNA research preferred.
- Previous work and leadership experience in start-up biotechnology companies with broad operational experience, strongly preferred.
- Possess excellent planning and interpersonal skills and the ability to build and maintain positive relationships with management and colleagues
- Achieve results by encouraging collaboration, listening, and respect for others' ideas and suggestions
- Ability to understanding the big picture strategic priorities while managing detailed execution of deliverables even under uncertainty and unexpected challenges
- Self-driven with ability to multitask and lead teams to meet deadlines in a fast-paced environment
- Excellent organizational skills and attention to detail
- Strong verbal and written communication skills
- Ability to travel (< 10%)

About Expansion Therapeutics

Expansion Therapeutics is a drug discovery and development company pursuing the vast potential of small molecule medicines for RNA-mediated diseases. We are initially focused on expansion repeat disorders, a set of ~30 genetic diseases for which there are no satisfactory therapies. Our lead disease focus, myotonic dystrophy type 1 (DM1), is the most frequent cause of adult onset muscular dystrophy. Expansion has assembled an initial focused pipeline of compositions targeting repeats that drive a number of expansion repeat disorders. For more information or to apply for this position, please visit our website <https://www.expansionrx.com>
