

## **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**

- B.S. or B.A. 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
  - 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%)
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