

Discovery Research Project Manager

Location: Jupiter, Florida

Company Overview

Founded in November 2016, Expansion Therapeutics, Inc. is a private company focused on the discovery and development of ribonucleic acid (RNA) targeted small molecule medicines. Ribonucleic acid (RNA) is a polymeric molecule essential in various biological roles in coding, decoding, regulation, and expression of genes. Expansion is focused on expansion repeat disorders, which are responsible for over 30 neurological and neuromuscular diseases, and for which there are currently no satisfactory therapies. Our initial disease focus, myotonic dystrophy type 1 (DM1), is the most frequent cause of adult onset muscular dystrophy.

Expansion Therapeutics' proprietary technology is based on pioneering work from the lab of Dr. Matthew D. Disney of The Scripps Research Institute Florida. In January 2018, we closed \$55.3 million in Series A financing, co-led by 5AM Ventures, Kleiner Perkins, Novartis Venture Fund, and Sanofi Ventures with participation from RA Capital Management and Alexandria Venture Investments. The financing will allow Expansion to advance our portfolio of novel RNA-targeted small molecule medicines to treat rare diseases.

With facilities in San Diego, California and Jupiter, Florida, Expansion Therapeutics currently employs 16 individuals in the U.S. It also has a seven-member board of directors, and six-member scientific advisory board comprised of leaders in the field of RNA-targeted small molecule chemistry and biology, RNA folding and structural biology. Additional information about the company is available at www.expansionrx.com.

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 coordination, implementation, execution, control and completion of projects while ensuring consistency with company strategy, commitments and goals. The ideal candidate will have laboratory and drug discovery 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
 - Develop status trackers and monitor project(s) progress against approved timelines, milestones, and budget while adhering to agreed-upon team objectives and deliverables
 - Ensure 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
 - Prepare and track work performed at contract research organizations
 - Integrate research protocols and processes with established company policies
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- 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. required and 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 drug discovery, disease biology and molecular and cellular biology 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%)
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