Stealth BioTherapeutics is an innovative biopharmaceutical company committed to bringing patients mitochondrial targeted therapies to treat both common and rare diseases. Driven by a desire to help patients with unmet treatment needs, our team collaborates with well-recognized institutions, physicians, and scientists to develop the next generation of therapies focusing on mitochondrial dysfunction in many diseases.

Position Title: Associate Director/Director, Program Management (Contract)

Position Summary:

In this newly created position reporting to the Executive Director, Program Management, the Program Manager will support multiple Development teams in the Stealth BioTherapeutics portfolio as well as playing a key role in the implementation of project and portfolio reporting tools, portfolio management, and long-range planning.

Responsibilities:

- Serve as team operational lead with respect to the planning, operations, scenario development, and risk management activities, that are aligned with the company's strategic, business, and commercial objectives.
- Partner with project team and functional leaders to define project strategies, develop and maintain integrated project plans, and manage teams to meet project timelines and goals.
- Facilitate cross-functional team meetings using PM tools and best practices to drive cross-functional communication, timely & effective decision making, and the successful execution of team objectives.
- Build program operational plans. Manage, monitor, and report on project progress, budgets, and resources. Lead risk mitigation activities, identify key decision points, and alternate scenarios.
- Create and maintain program documentation including agenda, minutes, project plans, dashboards, and other reporting tools.
- Partner with finance and legal stakeholders to develop program budgets and contracts.
- Contribute expertise to the continuing development of the program management function to help further the needs of the business.

Competencies:

- Excellent organizational, communication and problem-solving skills; demonstrated ability to speak up appropriately and to raise issues to teams and senior management.
- Demonstrated ability to work effectively in a team setting, including demonstrated ability to build trust among team members, influence without authority, and facilitate conflict resolution.

- Comprehensive understanding of the drug development lifecycle with demonstrated ability to apply a broad and integrated perspective when planning, problem solving, and assessing impact across functional areas, including the identification of potential issues and mitigation strategies.
- Experience in developing agendas, conducting meetings, drafting meeting minutes, and tracking action items through completion.
- Forward thinking, flexible, proactive, and takes initiative.

Requirements:

- Bachelor's degree in a related field
- A minimum of five (5) years in the (bio)pharmaceutical industry.
- A minimum of three (3) years of experience in program/project management or a related role.
- Experience working with one or more development stage functions with a solid understanding of FDA/EMA/MHRA regulations and GCP/ICH guidelines.
- Proficient in SharePoint, MS Office, and project management software.
- Project management certification (PMP) and/or formal coursework/training in project management is a plus.
- Ability to work in a fast-paced environment.
- Vendor, CRO, and/or partner management experience is a plus.