

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: Senior Program Manager (Senior/Exec. Director level; Contract position)

Position Summary:

In this newly created position reporting to our Chief Clinical Development Officer, you will provide program management support for our emerging ophthalmology program, having responsibility for significant elements and management of the cross-functional execution of program strategy. Primary responsibilities include partnering closely with the Program Team Lead to drive program strategy, analyses, implementation plans, and progress.

Responsibilities:

- Support Program Team Lead in overall program strategy and management of the ophthalmology program team objectives and deliverables.
- Formulate next project steps and proactively engage appropriate subject-matter experts to further plan and execute.
- Establish the decision/inflection points that enable data driven project decision-making.
- Contribute to development of an integrated program strategy including development (nonclinical and clinical), commercial, and technical aspects, as needed.
- Manage program team meetings, including agendas, facilitation, and minutes.
- Facilitate effective communication within the core team and with others who touch the program. Serve as key point person for core team members, particularly on issue identification, resolution, and escalation.
- Lead team projects (e.g. drive program goal planning and execution, scenario planning, etc.)
- Plan, track, manage, and communicate program progress vs. milestones to help ensure goals are achieved.
- Engage stakeholders, ensure internal cross-functional alignment, and facilitate communication,
- with the goal of advancing program objectives. Lead planning and execution of joint development activities and processes, as needed.
- Serve as liaison across sub-teams by sharing relevant information and pressure testing assumptions to ensure alignment.
- Drive urgency across teams to deliver timely data-driven project recommendations.
- Identify potential risks and barriers to team performance; proactively address, driving toward resolution or appropriate mitigation strategy. Ensure key stakeholders are informed.
- Use financial analyses to evaluate business case rationale for prospective opportunities.
- Partner with Finance and Legal stakeholders to develop program budgets and contracts.

- Apply PM experience and best practices to support the advancement of critical path activities.
- Responsible for other duties and projects as assigned.

Competencies:

- Ability to think strategically as well as systematically to achieve program goals.
- Strong organizational and analytical skills with the ability to prioritize and effectively manage multiple work streams to meet deadlines.
- Ability to rapidly identify key priorities, and align strategic and tactical plans, using sound business judgement.
- Excellent oral and written communication skills with the ability to effectively communicate to all levels, including senior leadership.
- Strong relationship building skills; ability to partner collaboratively with internal and external stakeholders to align conflicting interests and mitigate barriers to objectives.
- Ability to lead and inspire, including both strategic agility and curiosity.
- Ability to work independently and as part of a team.

Requirements:

- Life science degree with 10+ years of biotech/pharma drug development experience, and strong business acumen.
- Experience working with one or more areas of clinical or pre-clinical development with a solid understanding of the sciences and regulatory requirement. Previous ophthalmology-related and/or formulation experience preferred.
- Experience managing external collaborations, including familiarity with contractual, financial and compliance considerations preferred.
- Excellent software skills, particularly Microsoft Project, Microsoft Visio, etc.