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, Clinical Program Management

Position Summary:
In this newly created position reporting to our VP of Clinical Operations, this talented, independent, and motivated program manager will provide broad program management support for our pipeline across all development functions to drive our programs forward. Primary responsibilities include developing the clinical program road map, assisting with the clinical development plan, preparing timelines in collaboration with cross-functional leads, forecasting clinical drug supply, coordinating trial activation efforts, and other critical path activities.

Responsibilities:

- Provide broad program management support for our pipeline to help support life cycle management.
- Build, maintain and track program timelines and dashboards using appropriate tools, and ensure that they are functional, consistent, and integrated to reflect cross-functional dependencies. Track activities and deliverables against strategic plan.
- Manage Product Development/Core Team operational activity and provide operational project management support.
- Drive the program progress, identify risks, and ensure mitigation/contingency plans are in place and tracked.
- Ensure team alignment on the strategic context of key topics/events related to product development, including prioritization and strategy.
- Help SBT develop and improve project management tools and processes.
- Plan, track, manage, and communicate progress within designated programs vs milestones and critical activities to help ensure goals are achieved.
- Facilitate cross-functional integration and alignment within clinical and between other functions, including CMC, QA, RA, and discovery research.
- Support regulatory filings for designated programs and clinical trials.
- Identify challenges to goals and suggest solutions to move the work forward.
- Plan, forecast, and manage clinical supply in partnership with Tech Ops.
- Own sub team meetings, including creating agendas, capturing meeting minutes, ensuring the completion of action items, and tracking deliverables.
- Ensure effective and transparent communication within teams, across functions, through sub-teams, and to key stakeholders throughout the organization, including senior management.

Competencies:

- Prior experience in supporting a cross functional project team.
- Ability to effectively communicate information both in oral and written form.
- Ability to collaboratively work internally and externally with key stakeholders.
- Strong project management and problem-solving skills.
- Strong organizational and analytical skills; ability to prioritize, multi-task, and meet deadlines.
- Ability to identify and resolve issues using sound business judgement.

Requirements:

- BA/BS in science-related field
- 5 years program management experience in pharmaceutical/biotech industry managing dynamics for proof of concept through registration trials.
- Excellent knowledge of project management tools, including principles of strategic planning, risk management, and conflict resolution.
- Experience working with one or more areas of clinical development with a solid understanding of the sciences and regulatory requirement.
- Excellent software skills, particularly Microsoft Project, Microsoft Visio and the Microsoft Office suite.
- Ability to work collaboratively in a fast-paced, team-based matrix environment and to function independently as appropriate.