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: Executive Director, Clinical Operations

Position Summary:

The Executive Director, Clinical Operations will be responsible for leading the clinical operational strategy and overall delivery of Stealth's clinical studies. Reporting directly to our Chief Clinical Development Officer, the position will have management responsibility for the Clinical Operations team, including CRO's and other key vendors, and will ensure that all clinical studies are conducted in compliance with GCP guidelines and according to planned timelines and budget. The position will work collaboratively across functions to develop clinical capabilities, processes, and systems to grow with the company's needs.

Responsibilities:

- Set and align the strategic direction for Clinical Operations with both internal and external stakeholders, in conjunction with the company's business strategy.
- Proactively develop and oversee staff/team development, including training, timely/relevant feedback, mentorship, and career development.
- Design, update, and implement best-in-class procedures and SOP's related to clinical study development and execution; ensure understanding/alignment of all processes, policies and procedures related to Clinical Operations; provide training and education to support established processes, policies and procedures.
- Drive and lead process improvements and enhance efficiencies for Clinical Operations.
- Oversee study planning and execution, ensuring effective, cross-functional, integrated study plans for study start-up, execution, and reporting.
- Drive budget planning and tracking for all clinical studies.
- Establish metrics and other tools to monitor overall operational performance.
- Oversee CRO selection and negotiate performance-driven budgets and contracts.
- Ensure adherence to scope of work within timelines and budget at an overall study level.
- Participate in and lead clinical project teams as needed.

Competencies:

- Excellent communication (verbal, written, presentation) and interpersonal skills; ability to collaboratively facilitate agreement across diverse groups
- Ability to lead, empower and mentor team members, while also “rolling-up-your-sleeves” to carry some of the load
- Innovative thinker who sees the big picture and can also drive operational execution
- Strong organizational and analytical skills; ability to understand and interpret scientific research
- Ability to proactively identify and resolve issues, in partnership with key stakeholders
- Self-starter and team player with a strong results orientation
- Ability to flexibly adapt to changing business needs

Requirements:

- Master’s degree in Life Science or related field. Candidates with Bachelor’s degree and relevant substantial experience may be considered for this position.
- 12+ years of Clinical Operations and Clinical Project experience, including 7+ years in a managerial leadership position.
- Deep understanding of clinical development process and GCP.
- Availability to travel periodically (approximately 20%) both domestically and internationally.