

**Title: Senior Manager/Associate Director, Program Management**

**Job Summary:**

This is an opportunity for an individual to serve as an integral member of development teams at Concert Pharmaceuticals. This person will play an instrumental role in the strategic planning and execution of critical development programs. This cross-functional position requires broad knowledge across all facets of drug development, including: clinical, CMC, regulatory, and non-clinical.

**Responsibilities:**

- Formulate and maintain integrated project plans for development programs, including: timelines, milestone-tracking, and budgets
- Manage cross-functional Development Teams that will formulate and execute a strategy for successful advancement of programs
- Coordinate Development Team meetings, including: meeting agendas, meeting management, meeting minutes, driving completion of action items, and prepare program-related presentations and reports
- Facilitate and manage communication between functional areas
- Facilitate and manage communication between project teams and senior management
- Work with Business Development and Commercial Strategy to develop commercial positioning, competitive analyses, and reimbursement rationales for new products
- Alliance management as needed

**Qualifications:**

- 5+ years of relevant biotech and/or pharmaceutical industry experience
- BS/BA degree required, MBA/PhD preferred
- At least 2-3 years of program/project management required
- Experience in alliance management preferred
- Strong interpersonal and communication skills
- Strong attention to detail and organizational skills, paired with ability to see the bigger picture
- Ability to work effectively/congenially in a team setting
- Track record of keeping projects on time and within budget
- Proficiency in MS Project, Powerpoint

Travel as needed (estimated 5-10%)

Salary and title commensurate with experience

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If you would like to be considered for a job on the Concert team, send your resume in the body text of an e-mail (no attachments please) to: [careers@concertpharma.com](mailto:careers@concertpharma.com).

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