Director, Project Management

COMPANY OVERVIEW

AIRNA is pioneering the discovery and development of RNA editing therapeutics to deliver on the promise of genetically defined medicines for patients with rare and common diseases. RNA editing is poised to lead the next generation of RNA therapeutics by targeting diseases not accessible through other approaches with a medicine that can be conveniently re-dosed and manufactured. AIRNA's founders, Thorsten Stafforst and Jin Billy Li, were the first to elucidate a therapeutic approach for precise editing of RNA using the endogenous enzyme ADAR. Initial financing of the company was led by ARCH Venture Partners, with participation from ND Capital, Fast Track Initiative (FTI), Novalis, and Codon Capital. AIRNA has headquarters in Cambridge, MA, with research operations in Tübingen, Germany.

JOB DESCRIPTION

Reporting to the CEO, we seek a highly creative and experienced project manager to cross-functionally programs, coordinate leadership team meetings, and lead special projects. This role will work closely with the CSO, manufacturing, and other functions to develop and execute on plans to drive therapeutic candidates through pre-clinical nomination of development candidate and into clinical trials and beyond. In addition, this leader will be responsible for working with the CEO to develop leadership team agendas and follow-through on ensuring execution of action items. AIRNA is a diverse team of positive, energetic individuals passionate about transforming lives through our science, and we are looking for a team player willing to roll up their sleeves to be successful.

RESPONSIBILITIES

The successful candidate will have prior project management experience, have led project planning, coordinated IND writing, as well as contributed to overall project strategy. The ideal candidate will have experience coordinating cross-functional teams to deliver on results ahead of schedule and on budget.

- Responsible for developing overall, cross-functional plan for bringing programs to development candidate nomination, IND submission and early clinical trials
- Partner with internal and external stakeholders to ensure optimal planning and execution with a sense of urgency
- Set program priorities and budget together with leadership, set and manage deadlines and budget, effectively anticipate problems, and lead resolution efforts to issues as they arise
- Pro-actively identify critical path activities, key inter-dependencies, as well as program risks, and implement mitigation strategies
- Manage program meetings and prepare agendas and minutes and follow-up on action items
- Lead new target identification and validation discovery timelines and go/no-go decisions.
- Track program activities and documentation associated with manufacturing, IND enabling studies, and IND filing. This may include CRO management
- Work with the CEO to develop leadership team agendas, keep track of action items, and follow-through to ensure execution, often owning responsibility for the task
- Effectively communicate progress of program to leadership team, and prepare communications to the Board of Directors and external parties (investors, potential partners)
- Take on special projects at the direction of the CEO or CSO (e.g., set-up of diligence room)

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QUALIFICATIONS

- Requires a BS or MS in life sciences or related area (advanced degree e.g. PhD, MD preferred)
- 8+ years experience working in a biopharma company or biopharma consulting company
- Proven experience and track record in project management with demonstrated success writing and filing IND(s). Experience with oligonucleotides is preferred
- Experience with project management of programs at both pre-clinical and clinical stages
- Deep understanding of drug development and project planning including GxP and regulatory requirements
- Expertise in the use of project management tools, MS Powerpoint, and Excel
- Understanding of risk management and experience establishing mitigation strategies
- Positive, collaborative and committed team member

LOCATION:

AIRNA has a hybrid work model and the role will be based in AIRNA's corporate headquarters in Cambridge, MA ~3 days per week.