Director / Senior Director, Program Management

COMPANY OVERVIEW

AIRNA is a biotechnology company with a mission to transform lives, one RNA edit at a time.

AIRNA is pioneering the discovery and development of RNA editing therapeutics to realize the therapeutic potential of base editing for patients with rare and common diseases. RNA editing modality is poised to lead the next generation of RNA therapeutics by bringing the precision of gene editing technology with a potent and safe medicine that can be conveniently re-dosed and manufactured. Our RESTORE+™ platform is based on groundbreaking research by academic co-founders Thorsten Stafforst (University of Tübingen) and Jin Billy Li (Stanford University), who were the first to elucidate a therapeutic approach for precise editing of RNA.

AIRNA has received $90 million in Series A financing from world class venture capital firms, including Forbion and Arch Venture Partners, and is headquartered in Cambridge, MA with research operations in Tübingen, Germany.

JOB DESCRIPTION

Reporting to the CEO, we seek a highly creative and experienced program manager to coordinate and lead the cross-functional program team responsible for bringing its lead program into successful first-in-human clinical trials. This role will work closely with the CSO, clinical, manufacturing, and other functions to develop and execute on plans to drive therapeutic candidates into clinical trials and beyond. 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 help the company be successful.

RESPONSIBILITIES

The successful candidate will have prior program management experience, have led multiple clinical stage program planning, coordinated IND writing, as well as contributed to overall program 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
• Track program activities and documentation associated with manufacturing, IND enabling studies, and IND filing. This may include CRO management
• 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

QUALIFICATIONS

• Requires a BS or MS in life sciences or related area (advanced degree e.g. PhD, MD preferred)
• 8+ year's experience working in a biopharma company or biopharma consulting company
• Proven experience and track record in program management with demonstrated success writing and filing IND(s). Experience with oligonucleotides is preferred
• Experience with program management of programs at both pre-clinical and clinical stages
• Deep understanding of drug development and program planning including GxP and regulatory requirements
• Expertise in the use of program 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.
Are you interested in joining the team? Please apply by emailing careers@airna.com.