



Senior Project Manager / Associate Director of Project Management

SUMMARY

Bolt Biotherapeutics is seeking an experienced drug-development Project Manager to establish Bolt's Project Management function and drive cross-functional product development operational activities as the company advances its first program of a novel immune-stimulated ADC toward IND filing and expected collaboration efforts on a second joint program.

RESPONSIBILITIES

- Co-lead Development Team meetings and sub-team meetings, including creating agenda, leading meeting, following on action items, and integrating plan into Gantt.
- Develop project/program plan based upon drug development knowledge, key technical details of Bolt's program, regulatory guidance and the Development Team's input.
- Plan, coordinate and track the progress and activities of all cross-functional disciplines at required complexity and scale to achieve success. Responsible for the initiation, planning, execution, monitoring, reporting and closure of projects.
- Develop, manage and achieve timelines to support the company's goals.
- Create and maintain project budgets and forecasts consistent with the project plan, timelines, and resourcing requirements and facilitate facile roll-up into the company's corporate budget and forecast.
- Develop project management processes and tools to best enable the planning, execution, tracking and reporting of Bolt's therapeutic programs to drive program success and corporate planning and reporting. Must facilitate planning and coordination of deliverables for the program and the integration of such information for corporate actions.
- Active member of cross-functional Program Team and sub-team meetings.
- Support the management of collaboration activities with external partners.
- Provide critical inputs into the business planning process.
- Assessing project team needs to achieve timeline, quality and budget goals and consolidate across all projects to provide corporate picture of existing functional areas of resources needs and projected areas of potential resource needs.
- Ensures effective, accurate and timely communication across functional areas within the project/program, serving as a point of contact among functional areas for project/program-related issues.
- Identifies and implements best practices for the teams and facilitates standardization and coordination across disciplines, functions and/or programs.
- Assesses project issues and develops solutions to meet project and corporate goals.

JOB REQUIREMENTS

- Advanced scientific degree (PhD, MS) preferred.
- 7+ years of multi-disciplinary experience in the biotech/pharmaceutical industry with 4+ years direct project management in drug development (experience covering all three areas - preclinical/tox, CMC and clinical a big plus).
- Strong knowledge of project management techniques and concepts as they apply to the drug development / pharmaceutical industry in matrix environment.

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- Exceptional project management skills
 - Tasks, timelines and opportunities for risk-based plan decisions
 - Proactive project management and ability to rapidly address unforeseen issues
 - Budget development and financial planning
 - Experience working in collaborations with third parties
- Ability to capture technical discussion in the form of meeting minutes, decision points and action items.
- Significant cross-functional leadership capabilities - ability to lead, collaborate and influence with logic, rationale and experience; uses informal structure, dynamics and culture to get things done.
- Broad operational experience with an understanding of drug development process.
- Ability to drive problem solving, decision making, and issue resolution.
- Sense of urgency with a focused on key relevant project issues, and the ability to raises and solve problems in a productive manner.
- Proficient in relevant software: MS Project (or alternative project management software), Excel, PowerPoint, Word, etc. in addition to general knowledge with shared work environments.
- Energetic, highly organized, detail-oriented, and a team player.
- Unquestionable ethics and integrity.

COMPANY BENEFITS

We offer competitive salary, incentive compensation, great benefits (such as Health/Vision/Dental Insurance, 401k, paid vacation and sick leave), employee stock purchase plan, opportunity for growth within this dynamic and fast-growing organization.

Bolt is an Equal Opportunity Employer.

APPLY:

Send a cover letter and resume to hr@boltbio.com

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