



Title: Associate Director, Program Management

Location: Worcester, MA

Reports to: Senior Director, Program Management

Join our team! At Mustang Bio we are driven by people. The patients we serve and the team we are building are the driving forces behind our mission to deliver life-changing first-in-class cell and gene therapies to patients with genetic diseases and aggressive forms of cancer.

Overview

Knowledgeable cross-functional drug development program manager with strong management, organizational, problem-solving and strategic project planning skills that enjoys working in a high energy, dynamic and entrepreneurial environment. Responsible for managing the development of integrated program/project plans and tracking against cross-functional execution. Support the development of additional project management tools as needed to help drive delivery of portfolio programs. The role supports the program management leads and interfaces directly with program/project team members to ensure identification, follow up and follow through on key deliverables. This is a critical role that offers a chance to make significant contributions to various research and development programs along with opportunities to pursue increased levels of responsibility in program management.

Specific Responsibilities

- Collaborate with program/project teams and functional lines to build and maintain accurate timelines that are both aggressive and realistic, to minimize cycle time and increase opportunities to deliver on program/project plans on time and within budget. Proactively evaluate, identify and communicate issues, risks and resource gaps against program and portfolio plans.
- Create, maintain, assess and pressure-test integrated development plans cross-functionally through all phases of development
- Lead comprehensive critical path analysis, simulation and other methodologies that enable effective strategic and operational planning and decision making
- Directly support projects by proactively implementing processes and methodologies related to planning, scheduling, estimating/ forecasting, risk assessment, cost and schedule performance and resource requirements, capacity and productivity analysis
- Assess project plan performance through evaluation of variance to the baselined development plan, schedule and resource demand to determine their impact on programs. Identify areas of concern to proactively implement corrective actions
- Work closely with program management leads and team members to ensure accurate and timely controls to support project delivery and goal achievement
- Partner across development and research functional disciplines to ensure accurate, aligned and integrated plans to optimize quality and speed
- Drive agenda topics in collaboration with the program management lead, capture minutes, decisions, and action items for program and project team meetings
- Maintain and improve COE tools in the program management playbook and team workbooks



- Assist in training and mentoring users in planning systems, and associated operating procedures and reporting
- Ensure accuracy and timely publication of portfolio reports including monthly program dashboards among others

About You

Education:

- BS/BA degree in a scientific discipline or health sciences with a demonstrated track record of success

Qualifications and Experience:

- 5+ years of experience in pharmaceutical drug development is required
- 2+ years of experience in pharmaceutical project management working with cross-functional teams is required
- PMP certification desired
- Drug development knowledge with advanced understanding of other functions including, but not limited to: Research, Pre-Clinical, Regulatory, Clinical, Manufacturing and Operations, and Commercial
- Understanding of Good Manufacturing Practices and Product Development Process requirements
- Knowledge of applicable quality and regulatory standards requirements for pharmaceutical industry
- Experience in cell and gene therapy a plus
- Experience in oncology therapies and development a plus

Skills and Abilities:

- Strong organizational and interpersonal skills
- Strong planning and execution skill
- Experience using MS Project or equivalent is a must
- Strong written and oral communication skills
- Critical thinking/problem-solving skills
- Demonstrated competencies in all aspects of planning and project management