Title: Clinical Project Manager
Location: Remote/Worcester Office, as needed
Reports to: Senior Director, Clinical Operations

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:
We seek a highly motivated Clinical Project Manager to assist in the execution of assigned clinical studies from initiation through to closeout, in accordance with SOPs, policies and practices, meeting quality and timeline metrics. The Clinical Project Manager works under the direction of the assigned Senior Clinical Project Manager, if applicable, and reports directly to the Senior Director, Clinical Operations.

Responsibilities:
-Vendor Management: contracting, finances, trouble-shooting
-Create, track and report on project timelines
-Produce and distribute status, tracking and financial reports for internal/external team members & senior management
-Assist the clinical project manager(s) with budget allocation and approval of invoices
-Serve as primary backup contact for SCPM to ensure communication is maintained & reporting schedules are adhered to
-Identify out of scope project work
-Escalate findings and action plans to appropriate parties
-Coordinate data gathering for the development of proposals for new work
-Prepare and present project information at internal and external meetings
-Coordinate with other project support staff within and outside the clinical operations department to identify and consolidate support processes
-Undertake clinical project management activities as directed by the Senior Clinical Project Manager, or designee
-Train and may coordinate the work of more junior project support staff
-Review invoices from study vendors and investigators, etc.
-Evaluate monitoring reports with significant findings to confirm appropriate conclusions and actions taken
-Review serious adverse events and other pertinent data with the medical monitor and drug safety personnel to identify safety trends and potential risks

Qualifications:
- BA/BS with sciences major preferred and 2+ years of clinical trial project management experience in a pharmaceutical, biotechnology or relevant contract research organization
- Oncology experience a plus but not required
- Strong understanding of clinical development process
- Solid vendor management skills
- 3+ years clinical operations or relevant biotech/pharmaceutical industry experience
- High performance standards for self and others: results-driven with a sense of urgency
- Awareness/ability to apply correct principals, ethics, and regulations to plan and conduct safe and effective clinical activities, inclusive of research, to meet expected deliverable and deadlines
- Ability to understand strategic goals and meet the business needs of the company; strong achievement orientation
- Develops and maintains productive relationships built on mutual trust with internal/external professionals
- Strong organizational and verbal/written/presentation skills
- Ability to utilize a variety of software programs such as Microsoft Office products (e.g., Project, Excel, Word, PowerPoint, Access) and clinical database software
- Ability to travel within the US, if needed