

Associate Director, Program Management, Waltham, Massachusetts

Responsibilities:

As a **Associate Director of Program Management** at Apellis, the successful candidate will provide strategic leadership and operational expertise in support of complex clinical development programs. This role is responsible for developing programs and portfolio governance processes, providing project and process expertise, and leading cross functional development teams to facilitate successful outcomes.

- Lead cross-functional program teams that will include representatives from clinical, nonclinical, regulatory, CMC, and commercial to define the most appropriate drug development strategy.
- Leverage input from all critical functions to create integrated strategic development plans that define goals, milestones, critical path, timeline, risks, assumptions, alternative scenarios, and budgets.
- Mobilize and align the organization, including driving decision-making in governance settings, to implement the development strategy.
- Foster strong relationships with team members and functional line managers, and serve as key point person for program team members on project-related communication, issue identification, and management.
- Support alliance management as necessary to ensure strategic and operational alignment within key partnerships.
- Effectively communicate with and present or report to senior management on program strategy, operational plans, and progress.
- Additional duties and responsibilities as required.

Qualifications:

- Degree in life sciences; advanced degree or MBA preferred.
- Ten plus years of total industry experience, including at least five years in a project leadership role; alliance management experience a plus.
- Significant experience within the biopharmaceutical industry, and strong understanding of all aspects of biopharmaceutical drug development, including clinical, nonclinical, regulatory, CMC, and commercial.
- Experience in rare diseases, hematology or ophthalmology required.
- Significant experience across drug development stages from research candidate evaluation to late-stage development; phase III experience preferred.
- Experience in the application of program management principles and practices.

Skills, Knowledge & Abilities:

- Knowledge of GMP, GCP, GLP, and ICH guidelines.
- Strong leadership skills, including demonstrated ability to lead a cross-functional team, and influence at all levels of an organization.
- Excellent oral and written communication skills, including presentation and facilitation.
- Ability to work independently and with flexibility to handle work flow in a fast-paced environment.

Other:

- Some travel will be required, up to 25%.

Apellis is...

A clinical-stage biopharmaceutical company focused on the development of novel therapeutic compounds to treat disease through the inhibition of the complement system, which is an integral component of the immune system, at the level of C3, the central protein in the complement cascade. We believe that this approach can result in broad inhibition of the principal pathways of the complement system and has the potential to effectively control a broad array of complement-dependent autoimmune and inflammatory diseases.

Visit <http://apellis.com/about.html> to learn more.

EEO Statement:

Apellis is an equal opportunity employer and complies with all applicable federal, state and local fair employment practices laws. Apellis strictly prohibits and does not tolerate discrimination against employees, applicants or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, past, current or prospective service in the uniformed services, genetic information, marital status, AIDS/HIV status, smoker/nonsmoker, and occupational pneumoconiosis or any other characteristic protected under applicable federal, state or local law.