Apellis

Position: Manager/Associate Director of Portfolio Management

Reports To: Director of Portfolio Management

Location: Waltham, MA

Description:

As a Manager/Associate Director of Portfolio 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.

Job Responsibilities:

- 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.

Experience and Background:

- 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.
- Knowledge of GMP, GCP, GLP, and ICH guidelines.
- Significant experience across drug development stages from research candidate evaluation to late-stage development; phase III experience preferred.
- Strong leadership skills, including demonstrated ability to lead a cross-functional team, and influence at all levels of an organization.
- Experience in the application of program management principles and practices.
- 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.
- Some travel will be required, up to 25%.