



Associate Director/Director, Program Management

Who We Are

This is an exciting opportunity to join Opus Genetics, a brand new, clinical-stage ophthalmic biopharmaceutical company dedicated to the development of gene therapies for rare inherited retinal diseases. Our approach is based on validated science from pioneers in the ocular gene therapy space. Opus Genetics employs a unique, sustainable manufacturing approach and a commitment to leveraging our clinical network to reach patients and achieve optimal treatment outcomes.

The Role

The Associate Director/Director, Program Management will oversee and coordinate pipeline programs to achieve company goals and strategies. The Program Manager will partner with the cross-functional team to define and execute on the project strategy, develop and maintain integrated project plans, manage and communicate program status, develop and track issues and options for resolution, and ensure optimal and timely information flow to all stakeholders. Responsibilities include building program timelines, organization of regular cross-functional program meetings and core team meetings, risk assessment and scenario planning, and developing project/ program management tools for improving transparency and efficiency across the organization. This role involves close coordination with stakeholders within development (e.g., Clinical Operations, Clinical Development, CMC, Non-Clinical, Regulatory Affairs) and outside of development (e.g., Finance, Legal).

Key Deliverables

The highly motivated, goal and results-oriented Program Manager will:

- Proactively define (with cross-functional program team) program strategy, goals, decision points and risks/mitigation planning, scenarios and trade-offs; deliver the integrated development plan for multiple gene therapy programs in the preclinical, pre-IND, IND/clinical, and commercialization stages.
- Drive the alignment on the program direction with program team representatives and senior functional leaders
- Foster a team culture of ownership, continuous evaluation and improvement; ensure recognition of team achievements
- Ensure proper assignment of key tasks to team members and establish a system for accountability and performance. Identify and track milestone performance.
- Facilitate effective meetings, setting focused agendas and providing post-meeting documentation (minutes and action items).
- Identify and lead the resolution of operational and functional level challenges, work with program and/or function managers to escalate issues to senior management.
- Design effective and high-quality presentations and progress reports as requested.



Skills and Expertise Required

- University/college degree in a relevant field. Advanced degree preferred.
- 7-10+ years of experience in a biotechnology setting with at least 5+ years of progressive and relevant project/program management experience leading cross-functional teams.
- Excellent interpersonal, oral, and written communication skills.
- A thorough understanding of the drug development process and working knowledge of the essential activities for all key functional areas with establishing and executing on a timeline and budgetary understanding
- Demonstrated leadership and ability to influence across all levels of a cross-functional team without direct managerial relationship.
- Demonstrated ability to perform at a strategic level as well as in a hands-on capacity.
- Early-stage clinical trial experience required; late stage clinical trial experience desired.
- Ability to drive decision-making and ability to create a strong collaborative dynamic.
- Ability to work with scientific team members at all levels.
- Display poise and self-confidence to interact with partners, decision boards and conduct difficult conversations if needed.
- Ophthalmology and/or gene therapy expertise is preferred.
- PMP or similar certifications preferred or previously demonstrated successful project management leadership from initiation to completion.
- Experience in risk assessment, negotiating, and problem solving/mitigation.
- Outstanding interpersonal skills, ability to communicate effectively in both oral and written form, and time management skills needed to manage multiple ongoing projects simultaneously.
- Demonstrated advanced computer software proficiency (Word, Excel, Smartsheet, PowerPoint, etc.).
- Ability to work in fast paced emerging gene therapy environment and exemplify Opus Genetics core values of Integrity, Honesty, Transparency, Teamwork, Learning, Urgency, and Diversity & Inclusion.

If interested in this position, please send email with resume/CV to careers@opusgtx.com