



Sr. Manager/Director, Project Management & Business Development

Location: Berkeley Heights, New Jersey, US

DUTIES & RESPONSIBILITIES

Reporting to the President and CEO, in this hands-on role you will independently be responsible for project planning, including coordination with internal and external groups, alliance management with existing corporate partners, clinical supply and regulatory services partners; budget and resource management. In parallel you will be responsible for identifying, coordinating, negotiating and following up with potential partners and support the CEO and COO in all business development activities. Specific responsibilities include:

- Leading effective project planning across the company's clinical programs, including facilitating regular interdisciplinary meetings, coordinating internal and external parties with operational responsibility
- Managing vendors, including outside consultants, to ensure smooth and efficient work flow between different contributors and cultivating a productive and professional climate among key participants
- Assess project related risk adjustments and forecast changes on a regular basis with help from the finance team to align with company objectives
- Using state-of-the-art software tools to efficiently capture and report project-related activity in real-time
- Establishing and maintaining productive relationships with business development and licensing (BD&L) staff at potential partner companies
- Managing efficient prosecution of project evaluations using the respective parties data rooms and coordinating internal staff time to ensure efficient interactions
- Responsible for alliance management with existing corporate partners, including report preparation and ensuring bidirectional information flow
- Attending a small number of high impact BD&L conferences and presenting the company's partnering criteria and BD&L objectives
- Managing in-house BD&L materials, including product profiles and non-confidential descriptions, legal agreement master files and following up with contractual obligations
- Playing a central role in building and maintaining relationships between all functional groups by ensuring high quality and integrity communications
- Other as required
- The role will involve limited US and international travel

EDUCATION:

- Undergraduate or graduate degree in general management, pharmaceutical studies or clinical research management
- Certification in project management (e.g. PMP) a plus

KEY SKILLS & EXPERIENCE:

With the potential to grow to a senior level executive and support company growth, you will have:

- At least 7 years of US biopharma industry experience; at least 3 of which as a project manager at a biopharma company; early-stage biotech a plus
- Strong working knowledge of project management and understanding of drug development operations in a small, biopharma environment a plus
- Exposure to BD&L processes and business interactions; negotiating experience
- Demonstrable experience in managing project planning and BD&L processes. Experience in developing relationships with potential business partners a plus
- Well-developed communication and relationship skills to operate collaboratively with a small core of key individuals in a virtual organization. Able to work independently, and also interact at a high level, as required in a biotech environment
- High energy and entrepreneurship, sensitivity to timelines, flexibility in multicultural settings and willing to travel
- Demonstrable ability to write and edit technical documents, such as presentations, development plans, and BD&L proposals
- Excellent software skills (MS Office Outlook, Project, Word, Excel, PowerPoint and archiving processes).

To apply for the above position, please send your CV with an accompanying letter either via email to recruitment@cyclacel.com; or by post to Human Resources, Cyclacel Pharmaceuticals Inc., 200 Connell Drive, Suite 1500, Berkeley Heights, NJ 07922.

Closing date for applications is **March 5, 2018**.

We look forward to hearing from you.

Cyclacel Pharmaceuticals, Inc. is an Equal Opportunities Employer.

This job description describes the general duties of the position and provides some illustrative examples. Other duties may be assigned by management as business circumstances require.