

Protara Therapeutics, Inc.

Job Title: Director – Program Management
Department: Research & Development
Reports to Title: SVP, R&D Operations
Location: Position based in NYC

Company Overview:

Protara Therapeutics is committed to identifying and advancing transformative therapies for people with cancer and rare diseases with limited treatment options. Protara's portfolio includes its lead program, TARA-002, an investigational cell-based therapy being developed for the treatment of non-muscle invasive bladder cancer and lymphatic malformations, and IV Choline Chloride, an investigational phospholipid substrate replacement therapy for the treatment of intestinal failure-associated liver disease.

Job Overview:

The Director - Program Management is responsible for assisting in the planning and execution of development program(s) having an internal focus from initiation through delivery. The Director Program Management is accountable for the leadership of cross functional drug development teams to achieve key strategic objectives. This individual is responsible for developing the overall direction to the operational teams supporting program(s) and works cross-functionally and collaboratively with Medical, Regulatory, CMC, R & D, Finance and Legal to support development and Life Cycle Management activities. The Director – Program Management will be a key coach and mentor to other project managers and team members and may also have direct reports.

***Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Interfaces will multiple departments to facilitate timely completion of projects.
- Establish and maintain functionally integrated project schedules to enable accurate project analyses, identification of critical path activities and areas of resource constraint.
- Drives team to decisions at pre-defined/established milestones.
- Manages relationships with senior management to ensure the effective capturing of business requirements and commitment to project/program objectives.
- Responsible for communication of status, issues, risks.
- Tracks project progress and develops performance metrics.
- Identifies issues and risks; escalates as necessary to senior management.
- Prepares key project documentation.
- Assists in regulatory submission activities.
- Establishes procedures and document templates within Project Office function.
- Manages external collaborators and contractors as required.
- Drives effective risks and issues management, ensuring processes are in place and effectively used.
- Oversees plans for projects/programs, including activities, resources, and costs.
- Manages and coordinates project/program budgets, schedules, risks, and status to support effective decisions and ensure appropriate resource allocation.

Education and/or Experience:

- Experienced in project management with successful track record of delivering complex/ high business impact drug development projects within agreed time, quality, and cost.
- Bachelor's degree in scientific discipline or related field required.
- Master's degree in scientific discipline or related field; or Ph.D. preferred.
- Minimum of eight years of Project/Program Management substantial experience leading drug development projects
- Prior experience with regulatory submissions required.

Qualifications:

- In depth understanding of drug development process.
- Must have previous development team leadership experience.
- Knowledge of regulatory guidelines, submission content and process.

Computer Skills:

- Must be proficient in MS Office Suite; with specific experience in Microsoft Project required.
- Prior experience with Microsoft Project Server preferred.

Certificates, Licenses, Registrations:

- PMP certification preferred.

Other Skills and Abilities:

- Excellent writing, communication, presentation, and interpersonal skills.
- Ability to communicate across all levels of the organization.
- Excellent organizational skills, with close attention to details.
- Must be self motivated, able to work autonomously and have a proven ability to work in a team environment.
- Excellent time management skills and a proven ability to work on multiple projects at any given time in a fast-paced environment.
- Must be flexible and able to cope with constantly changing priorities.
- Demonstrated ability to stay abreast of trends and new information.
- Demonstrated leadership and project/program management skills.
- Demonstrated initiative and ability to develop, communicate, and implement successful strategic initiatives for multiple constituents with sometimes conflicting / competing objectives and goals.

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- This position requires minimal travel; average travel for this position is 5-10% with some variation based upon the demands of the business.