Senior Director, Program Management

Background: Checkmate Pharmaceuticals is a clinical stage company that is leveraging its expertise in the field of CpG oligonucleotides to discover and develop immunotherapies designed to increase the efficacy of existing immunotherapies and to provide new treatment options for patients and their healthcare providers. Checkmate's lead product candidate, CMP-001, is an investigational cancer immunotherapeutic that has been shown to reverse resistance to PD-1 therapy in some patients. Checkmate is a publicly held company headquartered in Cambridge, MA. Additional information regarding Checkmate is available at www.checkmatepharma.com.

Location: Cambridge, MA

Responsibilities may include:
The Senior Director Program Management will provide strategic leadership and management direction to ensure the delivery of projects/programs within cost, time, and quality requirements. The Senior Director Program Management will provide direct supervision, support, training and mentoring. This role will also have responsibilities for leading an interdisciplinary product team in driving the creation and execution of the global development plan. In this role, the candidate will be expected to drive the execution of deliverables across all functional areas supported by the Project Team.

The Sr Director Program Management will lead one or more oncology programs through the transition from candidate selection through to clinical development. The candidate will be responsible for the integration of scientific, translational, and other data and information across research and development disciplines to drive the overall program strategy. This will include sole point of accountability for project team meetings, functional leads and other senior management interactions for program. The role will provide a bridge between research and development organizations to ensure program scientific continuity as well as liaise with regulatory and clinical development to support program advancement.

Essential Functions:

- Direct the development of innovative product team strategies and plans to maximize the likelihood of clinical, regulatory, and commercial success
- Communicate program team-level changes and request for changes through appropriate escalation
- Responsible for program operating budgets within the team including the monitoring and control of team-level expenditures and variances to budget
- Regularly interface with the Executive team and potential collaborators to provide project updates and strategy recommendations
- Responsible for program timelines and program status reporting
- Identify metrics and develop process to facilitate reporting
- Proactively identify project issues before they arise and develop contingency plans

- Conducts program-level risk planning, management, and mitigation.
- May collaborate with any development partners to ensure aligned strategies and systems
- Promote and foster positive working relationships and collaboration across functions

Qualifications:

- BA or BS required / PhD or PharmD preferred
- Previous experience with program leadership, management systems, and methodology
- Multi-faceted background with experience working with functions from multiple groups including Research, Development, CMC, Commercial/Marketing, Regulatory, Safety Pharmacology, Toxicology
- Strong and comprehensive knowledge of pharmaceutical drug development lifecycle, from discovery through post-marketing authorization
- Demonstrated ability to systemically move diverse teams to decisions and recommendations and drive resolution of issues while maintaining positive working relationships across functions
- Established track record leading project teams in the Biopharma industry
- Experience of working within an Oncology therapeutic discipline is preferred

Candidates must be authorized to work in the U.S.
This is a full-time position and is eligible for company benefits.

Checkmate is an EEO employer

Send resumes to: careers@checkmatepharma.com