Job Title: Senior Project Manager
Department: Huntington’s Disease Regulatory Science Consortium (HD-RSC)
Reports to: Executive Director
FLSA Status: Full-time; Exempt
Location: Tucson, AZ

Job Purpose Summary: The Senior Project Manager will play a leading role in the Consortium’s activities to accelerate the development of therapeutics for Huntington’s disease. The Senior Project Manager will coordinate specified projects for the Consortium; provide financial oversight of the consortium; document status and progress reports as needed, and communicate effectively with all stakeholders both remote and on-site. Success in this role will require strong budget and grant management ability, outstanding verbal and written communication skills, attention to detail, and problem solving skills.

Essential Job Duties and Responsibilities:

- Manage day-to-day operational aspects of Consortium
  - Develop and track project plans, timelines, budget, and deliverables, and take corrective action when needed.
  - Define and track action items and prepare minutes for Consortium meetings.
  - Prepare, track, and report on the Consortium budget and expenditures.
  - Develop and foster good working relationships among Consortium partners, funders, federal liaisons, and C-Path team members.
  - Write concise and accurate reports, proposals, and other supporting materials.
  - Facilitate Consortium coordinating committee, workgroup, and face-to-face meetings.
  - Coordinate the preparation of documents submitted to regulatory agencies and monitor the progress of regulatory review.
  - Facilitate obtaining consensus among stakeholders on key decisions.
  - Prepare, facilitate, and provide status updates to internal and external stakeholders.
  - Monitor and provide content for the Consortium website.

- Manage Consortium activities
  - Facilitate the negotiation and execution of project agreements.
  - Ensure the completion of all legal and financial obligations under the project agreements.
  - Ensure project documents are complete, current, and stored appropriately.
  - Coordinate logistics for Consortium meetings and related events.
  - Identify opportunities for improvement and make constructive suggestions for change.

- Travel on occasion for out-of-town meetings (max 5-10%).
• Other duties and responsibilities may be assigned.

**Education and Training:**
• A Bachelor’s Degree in public health, business, information technology, or other related scientific fields. An advanced degree (e.g., MBA, MS, PhD) is preferred.
• PMI certification required or 7 - 10 years of formal project management experience.

**Knowledge/Skill/Abilities:**
• Works independently and in a team-oriented, collaborative environment.
• Adapts to shifting priorities, demands, and timelines.
• Demonstrated ability to consistently meet challenging deadlines.
• Drives the efficient completion of team tasks.
• Has outstanding oral, written, and virtual communication skills, including fluency in health-related scientific and regulatory language and writing.
• Able to use spreadsheet software to create and track budgets.

**Reasoning Ability:**
• Exercises sound business judgment.
• Successfully anticipates issues or challenges and proactively addresses them without being specifically directed.
• Effectively communicates with internal staff and external stakeholders and modifies actions based on recommendations and feedback.

**Computer Skills:**
• Proficient use of Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook. Proficiency with MS Project and SharePoint.
• Proficient use of standard office meeting/communication software including WebEx.

**TO APPLY FOR THIS POSITION:** Please submit a resume/CV and cover letter highlighting how your qualifications match the needs of the position. Indicate the position title for which you are applying in the subject line of your correspondence. Applications should be submitted to HR@c-path.org.

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