



Associate Program Manager

Location: Waltham, MA

About Us: At Nightstar, our mission is to maintain and restore sight in patients with inherited retinal diseases. We are a clinical-stage company focused on developing and commercializing a pipeline of novel and potentially curative, one-time retinal gene therapies for patients suffering from rare inherited retinal diseases that would otherwise progress to blindness, and, for which, there are no currently approved treatments.

Job Purpose: We are seeking an Associate Program Manager for the Company's Waltham, MA office. The role will provide Project Management expertise to enable successful programme delivery in a cross-functional project team by supporting the Program Manager in project planning, execution and monitoring.

Job Responsibilities:

- Supports driving cross-functional, operational integration for drug development, including coordinating cross-functional activities and communications involving team members and external partners
- Generates analyses to facilitate scenario planning, contingency planning, risk assessment and management, problem-solving, and decision-making
- Creating & managing complex, integrated project plans and Gantt's using MS Project.
- Maintains and analyses project schedule and prepares regular status updates for the project team and management
- Coordinating meetings, developing agendas, writing and issuing minutes
- Track action items, project risks, opportunities and issues, ensures information is provided timely, factual and accurate
- Developing and managing SharePoint site content
- Collaborates with cross-functional team members to generate and support the Drug Development plan
- Understands critical path activities and risk management
- Support development and maintenance of project planning elements of PMO Process

Critical Competencies:

- Bachelors or Masters level degree in scientific discipline required
- Advanced degree preferred
- Skilled in use of Microsoft Office and MS Project
- General understanding of biotech product development
- Highly organized and able to work independently on multiple tasks in a fast-paced environment and manage competing priorities
- Understands overall biologic product development process, with experience in viral or gene/cellular therapy and/or rare disease and/or ophthalmology desirable
- Must have excellent communication skills, both written and verbal
- 5+ years of experience in pharma/biotechnology industry, exposure to clinical development a bonus
- 2 years+ project management experience required