



Job Details

Director/Sr. Director, Program Management

Job Code: 25PMO-1DSD
Status: Exempt, Full Time
Reports to: VP, Head of Program Management
Department: Program Management/General R&D
Contact: careers@actiobio.com

About Us!

Actio Biosciences, Inc., is a drug discovery and development company grounded in the science of precision medicine. Actio is developing a portfolio of drugs to modulate the activity of proteins responsible for rare diseases with the goal to also translate these findings into treatments for common diseases with shared underlying disorders. Actio has built an integrated discovery engine with deep human genetics, bioinformatics, and drug discovery expertise. Actio was founded in October 2021, and is funded by Canaan, Deerfield Management, Droia, EcoR1 and Euclidian Capital.

Come join an exciting and rapidly growing team dedicated to discovering transformational therapies for patients with severe unmet medical needs. At Actio, our employees are passionate about their work and believe in the power of teamwork, collaboration, and mutual respect.

Visit: www.actiobiobiosciences.com

About You!

We are seeking a highly organized and execution-focused Director/Sr. Director of Program Management ("PM") who will partner with the Program Team Leader ("PTL") to co-lead one or more development program teams. This individual will hold a key role on a highly visible team. This individual will play a critical role in facilitating and managing cross-functional program teams from IND submission through Phase 2/3 clinical trials and up to and including regulatory filings. The PM will be responsible for strategic planning, managing integrated timelines and coordination of cross-functional activities to ensure the program progresses on time and within budget. This is a unique opportunity to be part of a growing and talented team that is committed to operational excellence.

You will be responsible for:

- Serve as the project management lead for a cross-functional team advancing the program through clinical development.
- Develop and manage fully integrated program plan timelines, deliverables, and dependencies across all functional areas.
- Facilitate and lead effective team meetings, including the creation of effective meeting agendas and clear documentation of meeting discussion points and decisions
- Proactively identify risks and barriers to execution, develop mitigation plans, and escalate issues when needed to ensure program continuity.
- Track program budgets and resource needs, partnering with finance and team leads to manage actuals vs. forecast and address variances.
- Serve as the main point of contact for internal stakeholders and program reporting, providing regular updates to the VP, executive leadership, and external collaborators.

- Support and develop new processes and workflows in a phase appropriate manner.
- Contribute to the advancement of project management systems, tools, and best practices across the organization.
- Contribute to a work environment that fosters support, collaboration, professionalism, mutual respect, and focus on unmet patient needs.
- This position may require occasional travel (domestic and/or international).
- Other duties as assigned.

You have the following skills and qualifications:

- Bachelor's degree in health/life sciences or related field required; advanced degree (MS, PhD, PharmD, or MBA) preferred.
- 10+ years (Director) / 12+ years (Sr. Director) of industry experience in biotech/pharma, with 5+ years in clinical project management roles.
- Associate Director or Director level expertise in at least one functional area that directly contributes to successful late-stage drug development.
- Experience in rare disease, neurology, or genetic disorders (as relevant to the company's pipeline) preferred.
- Experience in pediatric patient needs preferred.
- PMP certification or equivalent project management training preferred.
- Prior experience in a small to mid-sized biotech organization required.
- An equivalent combination of education and experience sufficient to successfully perform the job duties as listed above is acceptable.

Why Actio?

The work culture at Actio fully embraces teamwork, collaboration, and mutual respect. We believe that our employees are our greatest asset, and we strive to create an inclusive and empowering environment where everyone feels valued and respected for who they are. We encourage our employees to bring their unique perspectives and experiences to the table and we believe that this diversity is what makes us stronger as a team. We invest in supporting our employees to succeed both at work and at home, and we believe that a good work-life balance is essential for everyone's well-being. If you thrive in an environment where you are inspired by others and empowered to participate to your fullest potential alongside exceptionally talented and kind human beings -- Actio is the place for you!

We are committed to ensuring all employees, both current and future, receive fair and equitable pay. Base pay is one component of the total compensation package, and is determined within a range according to role, level, and location. This provides the opportunity for growth as you gain experience and develop within a role, while also allowing for differentiation based on performance. The base pay range for this role is between **\$185,000 and \$250,000** and reflects our good faith estimate of the minimum and maximum target for the position as of the date of posting and may be modified in the future. The final base pay within the range will be determined by work location and additional factors, including job-related skills, experience, relevant education or training, and market demand for your expertise.

Benefits programs offered include:

- Medical, dental and vision insurance (employee premiums covered by Actio at 90%)
- Health Savings Account with a rich employer contribution
- Flexible Savings Account for healthcare and dependent care
- Mental health and wellness benefits
- 401k plan participation
- Equity Incentive Plan participation (stock options)
- Life/AD&D/ST and LT Disability Insurance (premiums covered by Actio at 100%)
- Supplemental benefits including legal service, pet insurance and other optional coverage
- Weeklong winter holiday shutdown
- Generous paid time off and holiday policies

- Parental, caregiving, and various leaves programs
- Flexible and dynamic work environment where unique strengths of employees at all levels are cultivated
- Regular company events and opportunities to participate in team-building gatherings and activities designed to foster open communication and engagement

Details of participation in these benefit plans will be provided with an employment offer. Actio benefits and compensation programs are subject to eligibility requirements and other terms of the applicable plan or program.

Actio is committed to building a diverse workforce and providing equal employment opportunities to all employees and applicants for employment. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

The above is intended to describe the general content of, and requirements to perform this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

To apply, please send your CV/resume and cover letter by email to: careers@actiobio.com, and reference **Job Code #: 25PMO-1DSD** in the subject field.