



Job Details

Program Team Lead (PTL), Sr. Dir/VP, Clinical Development

Job Code #: 26CLDEV-3

Status: Exempt, Full Time
Reports to: SVP, Clinical Development
Department: Clinical Development
Location: San Diego Headquarters, Hybrid
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!

As the Program Team Lead (PTL, Sr.Dir/VP, Clinical Development) you will report directly to the Senior Vice President, Clinical Development, and will play a critical leadership role in advancing the clinical development strategy for a clinical asset. The PTL partners closely with the Program Manager, functional leads and company leadership to drive key program decisions.

You will be responsible for both the strategic design and operational execution of clinical development plans, while also fulfilling medical monitoring responsibilities as needed.

The ideal candidate brings prior experience from small to mid-sized biotechnology

companies and deep expertise in rare diseases and/or neurology.

This position offers a unique opportunity to contribute strategically and operationally in a dynamic biotech environment, helping shape innovative therapies for patients with high unmet medical needs.

You will be responsible for:

- Leading a cross-functional, matrixed development team across research and development as Program Team Lead, partnering with the program manager.
- Developing, maintaining and executing the clinical development plan across multiple indications.
- Leading program team meetings, leveraging team expertise to drive strategic discussions, transparent communication and effective decision making.
- Designing clinical trials and authoring or reviewing key study and regulatory documents, including protocols, Investigator Brochures, IND submissions, Clinical Study Reports, and related materials.
- Providing ongoing medical monitoring for clinical studies, including oversight of patient safety and signal detection.
- Analyzing, interpreting, and presenting clinical data and study results to internal stakeholders, leadership and external audiences.
- Monitoring and interpreting the competitive landscape to inform program strategy. Supporting the identification and selection of clinical investigators and maintaining strong professional relationships as the Sponsor medical representative.
- Identifying resource needs and supporting budget planning and personnel forecasting for clinical programs.
- Proactively identifying program risks and partnering with the program manager to develop mitigation strategies.
- Participating in the preparation of abstracts, manuscripts, and scientific presentations for external meetings.
- Providing clear, timely program updates and communicating effectively with senior leadership.
- Contributing to a collaborative, respectful, and patient-focused work environment.
- Performing other duties as assigned.

You have the following skills and qualifications:

Education & Experience

- MD required; active US medical license required
- Formal training in Neurology (residency and/or fellowship) with hands-on patient treatment experience.

- Minimum of 10 years of drug development experience within a biotechnology or pharmaceutical company within clinical development.
- Pre-IND through to Phase 3 experience.
- Demonstrated leadership experience on development project teams (e.g., core team member, sub-team leader).
- Prior experience serving as a medical monitor for clinical trials.
- Experience in rare disease, neurology, and/or genetic disorders strongly preferred.
- Experience addressing pediatric patient needs preferred.
- Experience interacting with global regulatory agencies (FDA, EMA, or other health authorities) preferred.

Knowledge & Skills

- Strong knowledge of Good Clinical Practice (GCP) and regulatory requirements for investigational drug development.
- Familiarity with FDA and/or EMA regulations, ICH guidelines, and global clinical development standards.
- Ability to navigate complex scientific and business challenges in a cross-functional, matrixed environment.
- Strong decision-making, problem-solving, organizational, and analytical skills. Excellent written and verbal communication skills, with the ability to clearly convey plans, risks, and results to diverse stakeholders.
- Deep understanding of translation medicine, biomarker development, clinical study design, and execution, biostatistics, data analysis, and scientific reporting.
- Comfort working in a fast-paced, small company environment with evolving priorities and minimal direction.

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 **\$330,000-\$380,000** 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
- And more!

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 #: 26CLDEV-3** in the subject field.