100 High Street, Floor 28, Boston, MA 02210

Position Title:	Associate Director, CMC Program Management
Department:	Pharm Sci & Tech Ops (PSTO)
Hiring Manager:	Head of PSTO
Date Opened:	4th March 2021

We are a team of experts from multiple disciplines who have come together driven to bring hope with life-changing therapies to patients and their families.

Position Overview:

At Catabasis, we are driven to bring hope with life-changing therapies to patients and families affected by rare disease. We are seeking an individual who is passionate about our mission and about working with an exceptional team and organization to serve as an Associate Director, CMC Project Management within PSTO. The ideal candidate will have a strong technical drug product development background to support the CMC responsibilities providing support for ongoing development programs, management of documentation, tracking of agreements, budgets and contracts as well as relevant technical documents and support of meeting scheduling and other projects as needed.

Responsibilities:

- Facilitate development and execution of CMC operations plans while ensuring seamless communication throughout the organization.
- Integrate detailed execution and long-term development plans across the various CMC aspects including Drug Substance, Drug Product, Analytical Development and Supply Chain planning
- Anticipate issues and recommend mitigation for emerging risks.
- Schedule and coordinate CMC meetings including agendas and minutes.
- Track tasks and update frequently
- Manage CMC related activities including regulatory filings, budget tracking, quarterly accruals, long range planning, purchase request, invoices, contracts, agreements, technical reports and meeting scheduling.
- Assist with writing of product development documentation, technical reports, protocols, specifications, summary of technical data, or other support as needed.
- Liaise with global Catabasis project management and keep them updated with PSTO plans

Qualifications:

BS/MS with 10+ years of productive and relevant experience, Ph.D. with 7+ years of experience in Pharmaceutical Research and Development group or Technical Operations roles.

- Project Management Certification is a plus
- Strong track record of success in drug development and understanding of cross functional interdependencies.

- Detail oriented with a strong focus on organizational skills and ability to see beyond daily tasks.
- Ability to handle multiple aspects simultaneously.
- Strong work ethic and desire to work in a fast-paced environment independently.
- Team oriented, pro-active, and ability to drive change as needed by influencing across the organization.