Director, Project Management – GeoVax Labs, Inc.
(Full-time Position)

GeoVax is seeking a highly motivated individual experienced in life sciences project management (pharmaceuticals and/or vaccines) capable of leading cross-functional initiatives, including internal and third-party staff, to drive research and development activities for the Company. The incumbent will be working in a fast-paced and dynamic team environment, handling a varied portfolio of high visibility projects with various stakeholders and sometimes competing priorities.

Position Summary:

The Director, Project Management responsibilities include, but are not limited to, managing activities leading to the successful execution of the "project"; establishing project plans with milestones and deliverables in collaboration with stakeholders (R&D head, Formulation Scientists, Analytical Scientists, manufacturing operation, commercial operations, etc.); conducting scenario planning and risk assessments; and ensuring accountability of team members for deliverables.

Additionally, the Project Manager will communicate across functional and leadership levels to inform project status and risks, as well as elevate issues, provide necessary recommendations and implement modifications to project plans. Activities may include cross-functional/cross-project assignments in the R&D arena, along with company initiatives and infra-structure build to ensure that project management best practices are being employed across the projects. Position may include some travel, domestically and internationally. The position reports to the Chief Scientific Officer (CSO).

Critical roles and activities:

- Plan and implement projects, help define project scope, goals, deliverables; and define tasks and required resources
- Serve as leader and prime advocate for your projects, assembly, manage, support and direct project team,
- Manage budget, allocate available project resources and identify resource gaps, create schedule and project timeline, track deliverables and monitor and report on project progress
- Present to stakeholders reports on progress as well as problems and solutions, and implement and manage change when necessary to meet project outputs
- Evaluate and assess result of project, serve as leader and prime advocate for your projects.
- Lead issue-oriented project meetings; mediate and resolve conflicts; and drive teams to success.

- Follow-up on action items between team meetings and ensure accountability of team members.
- Maintain Shared File System and other databases with project status and key project information.
- Interface with all levels of management and ensure alignment throughout the organization.
- Be a model of superb organization, excellent timeliness and tireless follow up.

Qualifications:

- Undergraduate or graduate degree in science or business from an accredited college or university.
- Pharmaceutical and/or Vaccine/Life Sciences project management professional plus a minimum of 5 years of project management experience in the pharmaceutical industry with Project Management Professional (PMP) certification or equivalent is desirable.
- Understanding of pharmaceutical product development process, regulatory process and manufacturing processes. Direct experience working in pharmaceutical R&D and/or a cGMP Manufacturing Operations is a plus. Experience in viral vector manufacturing and process development environment a major plus.
- Project management experience with IND and NDA/BLA product development required. 505(b)2, and ANDA drug development a plus.
- Proficiency in MS Office, MS Project and other project management tools.
- Experience with working with third party clients on product development projects (CDMO).
- Strong analytical skills and business acumen.
- Cross functional collaboration skills with the ability to network with different functional areas and integrate cross functional deliverables.
- Strong oral interpersonal and written communications skills.

Knowledge, Skills and Abilities:

- Leadership and communication skills, strong initiative, ethics, and judgment, and demonstrated ability to positively represent the company
- Experience with leading multi-functional project initiatives ranging from R&D development, preclinical through registration, including successful transfer and implementation into supply chain operations.
- Demonstrated ability to develop and maintain excellent working relationships with both internal colleagues and external contacts, including third-party strategic relationships (e.g., CDMO; CRO)
- Ability to think critically, and demonstrated troubleshooting and problem-solving skills
- Comfortable in a fast-paced company environment and able to adjust workload based upon changing priorities
- Exceptional interpersonal, problem-solving and written and verbal communication.
- Excellent written and oral communication skills, including presentation skills