



200 Clarendon Street, 17<sup>th</sup> Floor  
Boston, MA 02116

**Position Title:** Director of Program Management

### **About AZTherapies: Extending Brain Health**

AZTherapies is an advanced clinical-stage biopharmaceutical company developing novel therapies that aim to fundamentally change neurodegenerative disease progression, extending normal cognition and function and improving quality of life in the aging population. Advancing a growing pipeline of candidates to treat patients with few therapeutic options, our lead program, ALZT-OP1, is built on a multi-modal approach that recognizes neuroinflammation as a root cause of serious neurodegeneration and seeks to stop or slow the progression of disease. Our Phase 3 COGNITE trial in early Alzheimer's disease is fully enrolled, with expected study completion later this year. Following our lead program, we are advancing candidates for the treatment of amyotrophic lateral sclerosis (ALS), post-ischemic stroke cognitive impairment, and other indications. Our company is also developing a platform of Chimeric Antigen Receptor (CAR) engineered T regulatory cells (CAR-Treg) to shut down neuroinflammation and treat neurodegenerative diseases. AZTherapies is a private company headquartered in Boston, Massachusetts.

### **A Unique Opportunity in a Fast-growing Organization**

We are seeking a highly motivated individual to join us as a Director of Program Management.

The successful candidate will work in partnership with the project leads to provide strategic and operational leadership of program development activities. This will include oversight of cross-functional teams to develop and execute upon global, integrated development plans and program strategies, while ensuring alignment through senior management and corporate goals. The individual is expected to ensure communication of program status, timelines, updates, key decisions, risks and scenarios to all key stakeholders within the company.

### **Key Responsibilities**

- Manage a cross-functional drug development Project Team to deliver on program strategies
- Drive the generation and execution of cross-functional development plans
- Generate and maintain integrated project plans (IPP) that serve as a single source of cross functional inter-dependencies
- Ability to anticipate risks, proactively manage risks and develop mitigation strategies
- Ensure effective communication within teams, across functions, through sub-teams, and to key stakeholders throughout the organization, including senior management
- Drive delivery of timely and quality Project Team and/or sub-team deliverables
- Lead and/or participate in cross-functional, or team projects

- Create reports on status, final deliverables, and challenges for clients, management, and regulatory bodies
- Accountable to maintain the integrated program level plan, ensuring delivery of critical path activities to progress asset development

### **Risk Management**

- Proactively addresses and removes barriers to program progress, keeping leadership informed of critical considerations (e.g., resources, performance)
- Proactively identify potential issues or obstacles and achieves resolution or plans contingencies. Follow issues through to resolution ensuring that all key stakeholders are informed of outcomes and program implications
- Provides clarity and direction in urgent or unexpected situations. Independently resolves complex issues & competing priorities that may impact goal achievement, creates mitigation plans and drives to resolution

### **Communication and Reporting**

- Manage scheduled/ad-hoc program reporting, citing program goals/KPIs status, proactively identifying risk & planned mitigation(s), provide rationale for timeline & budget variances
- Participate in annual portfolio analyses to communicate program development progress, opportunities, and risks to Senior & Executive Management
- Responsible for leading preparation efforts for governance engagement to support and drive asset objectives and deliverables
- Proactively manages key stakeholders and facilitates or leads relevant communications to appropriate cross-regional, cross-functional, cross-divisional and Alliance partners
- May support Business Development activities

### **Qualifications**

- Bachelor's degree, Master's degree, and/or PhD in the Life Sciences required
- Minimum of 8-10 years of pharmaceutical program management experience
- Must have demonstrated experience in overseeing cross-functional teams and timelines for New Drug Application (NDA) submission
- Advanced MS Project skills required
- Knowledge and understanding of GMP and GCP requirements
- Demonstrated ability to work independently and with cross-functional teams
- Highly organized, detail focused with strong project management skills
- Ability to multi-task and work in a fast paced and dynamic environment
- Must be available for occasional travel