Job Description
Director, Project Management
September 2018

At Sesen Bio, we are committed to renewing life for people with cancer. We are a late-stage clinical company advancing fusion protein therapies based on our Targeted Protein Therapeutics platform. Our lead program, Vicinium™, also known as VB4-845, is currently in a Phase 3 registration trial, the VISTA Trial, for the treatment of high-grade non-muscle invasive bladder cancer. Twelve-month data from the trial are anticipated in mid-2019. Vicinium incorporates a tumor-targeting antibody fragment and a protein cytotoxic payload into a single protein molecule designed to selectively and effectively kill cancer cells while sparing healthy cells.

The Opportunity

Sesen Bio is seeking a highly motivated individual with strong project management and analytical skills to impact the company's most advanced program, Vicinium™. In this highly visible role as the Director, Project Management, the successful candidate will be part of the existing team to manage and integrate diverse activities of drug development, including clinical operations, finance, CMC, regulatory, and commercial planning.

The role will initially report to the CEO, and then to the newly hired Chief Commercial Officer.

Overview

The Director, Project Management will be responsible for working closely with the leaders of key functions to manage the operational activities for products in development and potentially through launch and commercialization.

The Director, Project Management, will achieve key program objectives in alignment with corporate goals. The individual will work across all functions to ensure integrated timelines are established, critical path activities are identified, and risks are mitigated. This is a key operational role for the organization.

What makes this role special:

- Potentially gain an opportunity to play a key role in a late stage regulatory filing
- Potentially be part of a launch of a medicine for the treatment of patients with non-muscle invasive bladder cancer
- Collaborate with a small, collegial team
- Be part of an exciting company with the potential to meaningfully impact patients

Responsibilities

- Identify and implement project management tracking tools, establish meeting practices, take minutes, and keep members of the project team on track.
- In conjunction with the CCO, play a key role in developing and maintaining a Target Product Profile, including fully integrated timelines through and after launch.

- Work closely with all functions to manage the operational aspects of the program, including monitoring key milestones, decision points and critical path activities to drive delivery of project objectives.
- Identify risks and opportunities in current project plans and develop action plans with the function leaders to address them.
- Work with finance team and functional leaders to develop and track (but not manage) program budgets.
- Develop and maintain communication tools to ensure all team members are aware of key activities, timelines and milestones, including preparation of presentations.
- As requested, lead small, *ad hoc*, cross-functional teams to address a specific issue or strategic question.

Qualifications

- The qualified individual will be a highly motivated self-starter that works well both in teams as well as independently.
- Outstanding leadership skills and demonstrated passion for creating new medicines, including excellent verbal and written communication skills, an innovative approach to problem-solving, and an integrated view of business and scientific issues.
- Bachelor's degree in science, business or equivalent. Advanced degree preferred; strong preference for an MBA. PMP certification a plus.
- 8-10 years of work experience in the life sciences industry, with 3 – 5 years of demonstrated experience in clinical-stage program management. Recent launch experience highly desirable.
- Demonstrated project management skills
- Strong analytical, business and financial acumen.
- Ability to integrate cross-functional issues and balance competing priorities.
- Demonstrated experience in MS Project, PowerPoint, Excel and Word.

Preferred Qualifications

• Pharmaceutical development experience
• Experience working on complex projects
• Excellent interpersonal, verbal, written communication skills

Personal Characteristics

• The ability to quickly build credibility through demonstrable knowledge of pharmaceutical development processes
• Unwavering ethics and personal integrity and clear commitment to complying with company, legal and government regulations
• Ability to be a proactive problem solve

This role is primarily based in Philadelphia, PA. For the right candidate, there are opportunities to work remotely and come into the office on a regular basis.

To apply, please send your resume to careers@sesenbio.com.

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