



CALIFORNIA'S  
STEM CELL  
AGENCY

# Project Manager, Clinical Advisory Panels

## Who We Are

The California Institute for Regenerative Medicine (CIRM) is looking for highly talented individuals who are driven to deliver outstanding results and committed to radically improving medicine with stem cells to join our team.

At CIRM, we never forget that we were created by the people of California to accelerate stem cell treatments to patients with unmet medical needs and act with a sense of urgency commensurate with that mission.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell technologies.

With \$3 billion in funding and approximately 300 active stem cell programs in our portfolio, CIRM is the world's largest institution dedicated to helping people by bringing the future of cellular medicine closer to reality.

## Position Description

CIRM's clinical development projects are each partnered with a team of advisors, referred to as CIRM Clinical Advisory Panels (CAPs), to help identify risks or deficiencies and to leverage resources to find solutions that provide the project with the greatest opportunity for success. A CAP team includes at least one CIRM Science Officer, an external advisor, and a patient advisor.

The Project Manager for CAPs reports to a Therapeutic Area Director and is responsible for managing the overall process for establishment, coordination, and implementation of the Clinical Advisory Panels and for supporting activities of the Therapeutic Area Directors. The Project Manager must be able to work independently and must be able to exercise sound judgment to ensure that the CAP process is appropriately administered. The Project Manager liaises with other CIRM team members in information technology, grants management, and legal as well as with science officers in therapeutic areas to coordinate activities.

## Responsibilities

In this position you will be accountable for:

### Managing the Process

- Creating and managing a work plan that identifies and sequences the activities needed to successfully execute each CAP meeting.

- Supporting the establishment of CAPs for our partnering teams and coordinating a meeting schedule.
- Collecting, organizing, and maintaining the official records of the CAPs.
- Tracking conflicts of interest for advisors, patient representatives, and CIRM team members.
- Coordinating team resources to effectively implement the process.
- Constantly monitoring and reporting on progress of the CAP process to all stakeholders.

### **Managing Advisors and Teams**

- Managing a database of external expert and patient advocate advisors to serve on CAP teams.
- Coordinating travel, honorarium, and reimbursement for advisor participants.
- In consultation with the Directors and CIRM Science Officers, identifying, recruiting, and assigning expert advisors to CAPs.
- Liaising and maintaining professional relationships with advisors to ensure they are adequately informed of the process, procedures and requirements.

### **Coordinating Administrative Activities and Communication**

- Responsible for administrative support for Directors of Therapeutic areas including but not limited to calendaring, scheduling meetings, travel arrangements, lodging, and meal arrangements; and preparing travel and other expense claims in accordance with reimbursement requirements.
- Coordinating flow of materials/information to grants management officers, directors, information technology team, and science officers as appropriate.
- Coordinating with Portfolio Development and Review Team for GWG reporting and management of expert advisors.
- Collaborating and communicating with other CIRM teams to harmonize procedures and resource allocation as needed.
- Participating in the Grants Management System development process to ensure proper design and implementation of new web-based applications, forms, and user interfaces.
- Developing, tracking and reconciling budget for CAP activities in collaboration with each of the Therapeutic Area Directors accountable for the respective CAPs.
- In consultation with the Directors or CIRM Science Officers, assisting with the preparation, copyediting, and distribution of CAP reports and other related documents.

### **Exemplifying the CIRM Mission**

- Demonstrating in your words and actions commitment to CIRM's mission.



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- Collaborating with CIRM team members to generate efficiencies, enhance productivity, and develop competencies.
- Committing to team decisions by supporting and working to achieve team objectives.

## Requirements

- An “all in” commitment to accomplishing the mission of CIRM.
- BA/BS degree in business administration or related area and four years of experience performing related work or an equivalent combination of education and experience.
- Experience working in a project management/grants administration or similar research-related administrative program.
- Experience in implementing policies and procedures.
- Excellent organizational skills.
- Outstanding communication skills.
- Ability to work collaboratively in a team-oriented environment.

## Position Details

**Location:** San Francisco, CA

**Schedule:** Full-Time. Must be able to work outside of normal business hours.

**Travel:** May be required to travel domestically as necessary.

## Salary Range and Benefits

The salary range for the position is \$69,789-\$104,739. CIRM offers a competitive compensation package. The position is open until a suitable candidate is found.

## How to apply

Interested candidates please submit:

- Cover letter
- CV/Resume

jobs@cirm.ca.gov or CIRM Search, 210 King Street San Francisco, CA 94107.

Electronic applications preferred.

**CIRM is an Equal Opportunity Employer and committed to a diverse workforce.**