



CALIFORNIA'S
STEM CELL
AGENCY

Project Manager, Medical Affairs and Centers

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 Medical Affairs and Centers (MAC) team provides and manages CIRM's strategic infrastructure programs to eliminate bottlenecks that inhibit the delivery of stem cell treatments to patients.

The Project Manager for MAC reports to the Head of Medical Affairs and Centers and is responsible for working in coordination with MAC team members and other CIRM team members and the relevant external stakeholders to efficiently implement and operationalize CIRM's infrastructure programs, including the Alpha Clinics Network, the iPSC banking initiative, the genomics initiative, CIRM's Standards Working Group and other planned infrastructure programs. The Project Manager must show initiative in identifying key gating items and time-sensitive items that must be addressed by the team. In addition, the Project Manager is expected to utilize sound judgment and to exhibit the highest degree of professionalism and well developed communication skills. The Project Manager must be able to work independently but should thrive in a team-oriented environment to address the challenges of implementing and managing these unique infrastructure resources and structures. The Project Manager liaises with other CIRM team members in communications, 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 the projects identified within the Alpha Clinics Network and other Infrastructure Programs.
- Supporting the establishment of communication plans and coordinating meeting schedules for the internal MAC teams as well as for the Infrastructure teams and workgroups.
- Collecting, organizing, and maintaining the documents for the Alpha Clinics Network and other Infrastructure Programs, as requested by MAC team members.
- Where necessary, to track 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 Alpha Clinics Network Workgroups to all stakeholders.

Managing Advisors and Teams

- Managing a database of external expert and patient advocate advisors to serve on Infrastructure Program advisory panels.
- Coordinating travel, honorarium, and reimbursement for advisor participants.
- 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 the Sr. Director of Medical Affairs and Centers 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, MAC team members and science officers as appropriate.
- 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 relevant to the Infrastructure Programs.



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- Developing, tracking and reconciling budget for MAC activities in collaboration with the Program Officer for the given Infrastructure Program and/or with the Head of Medical Affairs and Centers.
- In consultation with the MAC team members, assisting with the preparation, copyediting, and distribution of documents relevant to the MAC programs.

CIRM Mission

- Demonstrating in your words and actions commitment to CIRM's mission.
- 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: Oakland, 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 Project Manager is \$71,464-\$107,253. The position is open until a suitable candidate is found.



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How to apply

Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

To: jobs@cirm.ca.gov

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