

MANAGER, PROJECT MANAGEMENT

BOSTON, MA | FULL-TIME

Cytovia Therapeutics is a biotechnology company that aims to accelerate patient access to transformational immunotherapies, addressing several of the most challenging unmet medical needs in cancer. Cytovia focuses on Natural Killer (NK) cell biology and is leveraging multiple advanced patented technologies, including an induced pluripotent stem cell (iPSC) platform for CAR (Chimeric Antigen Receptors) NK cell therapy, next-generation precision gene-editing to enhance targeting of NK cells, and NK engager multi-functional antibodies. Our initial product portfolio focuses on both hematological malignancies such as multiple myeloma and solid tumors including hepatocellular carcinoma and glioblastoma. The company is establishing R&D and GMP manufacturing operations in the greater Boston area and partners with Cellectis, CytoImmune, the Hebrew University of Jerusalem, INSERM, the New York Stem Cell Foundation, STC Biologics, and the University of California San Francisco (UCSF).

The Role

The candidates will have end-to-end responsibility for managing internal and external collaboration on Cytovia's various development project.

Key Responsibilities:

- Manage and coordinate efforts assigned to all members of the project team to support milestone achievement and overall project delivery
- Adherence to project timeline, budget and scope of work
- Ensuring all project tasks are completed in accordance with project plans
- Effective communication is maintained and project status reports and monthly progress reports are provided both internally and externally
- Organize internal and external multi-functional team meetings and provide meeting minutes
- Ensure adequate resourcing is available to meet project deliverables and milestones

Requirements:

- Bachelor's degree, preferably in a clinical, biological or science-related field
- Prior experience, preferably in a biotech/pharmaceutical company/CRO, with experience working in a matrix environment
- Strong experience serving as a Project Manager for complex development programs, experience managing cell therapy and/or biologic programs preferred
- Cross functional project management experience is required
- Budget/finance/costing experience on a project level
- Experience managing a project from start to completion, managing multiple phases, and managing the full life-cycle



Cytovia Therapeutics is an Equal Opportunity Employer

We strive to create a space free of both explicit and implicit discrimination and harassment where everyone feels safe, heard, and valued. The character of our employees is as important as their talent, and we're proud of the team and environment we're assembling as we grow.