



Position: Associate Director, Project Management

Reports to: SVP, Portfolio and Product Management

Location: Brisbane, CA

Summary

The Associate Director, Project Management, will be responsible for assigned project management activities for product portfolio and initiative projects. This individual will also be responsible for participating in establishing project management best practices and infrastructure at Aimimmune.

Specific Responsibilities:

- Provides planning and tracking for timelines, resources, budgets, as well as risk management, for assigned teams and projects
- Creates and utilizes tracking and status tools for project deliverables and risks, documents and communicates proactively and clearly to internal audiences, including executive management
- Drives teams through required and complex cross-functional decision making and internal corporate processes and milestones
- Collaborates with department management and colleagues, and other leaders and members of the product team system, to advance project management as a function. Includes participating in initiatives to develop and describe best practices and tools to be used across portfolio projects

Qualifications / Requirements:

- BS/MS in a science or a related field, advanced degree a plus
- PMP certification is preferred
- 10+ years of relevant project management experience supporting industry product development life cycle. Experience supporting early stage development projects, including IND filing activities, is a plus
- Microsoft Word, Excel, Project and Powerpoint proficient
- Excellent interpersonal and written communication skills, including presentation effectiveness
- Ability to collaborate and influence a cross-functional team environment, including success in stakeholder management
- Proven analytical, problem-solving and organizational skills
- Self-motivated and able to operate independently, demonstrating sound judgement in seeking appropriate guidance and direction

Preferred Experience, Special Skills, Knowledge:

- Interest in working in a fast-paced, team-oriented, start-up environment
- Desire for new professional challenges and growth

About Aimmune Therapeutics, Inc.

Aimmune Therapeutics is a clinical-stage biopharmaceutical company founded to address the unmet medical need in food allergy, which currently has no approved treatments. Our mission is to improve the lives of people with food allergies, based on our proprietary desensitization treatments in development. Aimmune's lead investigational drug for peanut allergy, AR101, is in Phase 3 clinical testing in North America and Europe. Headquartered in the heart of San Francisco's biotechnology hub, Brisbane, California, Aimmune has additional offices in the Kings Cross area of London, and in Raleigh, North Carolina.

Qualified candidates should forward a resume and cover letter, including a statement of interest, availability, and experience to Human Resources (careers@aimmune.com) with the job title in the subject line.

Aimmune Therapeutics is an Equal Opportunity Employer.
Principals only; no recruiters please.