



## **Job Description**

Senior Director, Program Management  
**SutroVax Inc.**

April 3, 2017

## **Company Profile:**

SutroVax is a biopharmaceutical company dedicated to the delivery of best-in-class conjugate vaccines and novel complex antigen-based vaccines to prevent serious infectious diseases. SutroVax's lead product candidate is a pneumococcal conjugate vaccine (PCV) that is designed to prevent invasive pneumococcal disease caused by *Streptococcus pneumoniae*. SutroVax's broad-spectrum PCV is designed to provide expanded protection against circulating strains of *pneumococcus* and has the potential to replace the current vaccines used in infants and adults. SutroVax has generated pre-clinical proof-of-concept with its broad-spectrum PCV when compared head-to-head to current vaccines using well accepted immunological endpoints. In addition to its lead PCV product candidate, the Company also has a promising antigen discovery effort and early-stage pipeline addressing other disease areas.

SutroVax's conjugate vaccines are developed utilizing the Company's exclusive rights to Sutro Biopharma's Xpress CF Platform, a cell-free protein synthesis technology. SutroVax closed its Series B round in 2017 and is financed by an international syndicate of experienced, blue-chip venture capital and corporate venture investors with \$88M in capital raised since inception.

## **Summary:**

SutroVax is looking for an energetic and driven Senior Director, Program Management for the planning and execution of its vaccine development portfolio, including its lead best-in-class pneumococcal conjugate vaccine. The successful candidate will bring a strong technical understanding with an emphasis on CMC-related complexities in order to devise, plan and direct schedules and monitor budget/spending. The candidate will drive the development and manage the execution of high quality, integrated cross-functional plans for projects and apply project management best practices in the development, initiation, planning, execution, control and closeout of projects. In addition, provide clear direction on product development requirements to meet expectations of internal and external customers and business stakeholders. Responsible for project performance, risk management, administration, financial management and issue resolution.

## **Essential Functions:**

- Build the project plan for the Company's lead best-in-class pneumococcal conjugate vaccine
- Coordinate the IND-enabling features of the Company's complex global product supply chain, tying together all the functional areas (Research, Development, Manufacturing, Quality, Preclinical, Clinical, and Regulatory)
- Help the CMC function (Development, Manufacturing, and Quality) execute against the project plan by:
  - Helping establish team and individual goals/deliverables and monitoring performance against goals/deliverables (using a GTD software);
  - Facilitating the coordinated synthesis of a complex supply chain by creating detailed MS Project plan;

- Managing an alliance with a major CMO, including the monitoring of actions resulting from project team meetings;
- Monitoring performance of CMO against its internal project plan, as written in contract agreements covering multiple aspects of supply chain (protein, conjugate drug substances, and vialled drug product);
- Facilitating the writing of the IND, especially Modules 2, 3, and 4

**Skills, knowledge, and experience:**

- Bachelor's or Master's degree from a technical discipline (biochemistry or pharmacology)
- 10+ years of experience; biotech experience in a technical role for 5+ years and 5+ years project management experience
- Experience filing INDs
- Skilled with MS Project
- Familiar with principles of GTD (Getting Things Done), including GTD software
- Demonstrated success working in a cross-functional team environment on multiple projects; ability to work effectively as a member of a team to deliver results
- Strong interpersonal skills, with excellent written and verbal communication skills

**Reports to:** President & Chief Executive Officer

**Location:** Foster City, California

**Compensation:**

The compensation package will be competitive and includes comprehensive benefits and an equity component.

**Send resumes to:**

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