

Soleno Therapeutics Job Description

Job Title: Director/Senior Director, Project Management	Reports To (Title): CFO	Date Created: 06/08/23
Department: G&A	Job Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor	

SUMMARY OF JOB (brief description): Soleno Therapeutics, Inc., based in Redwood City, California, is a clinical-stage biopharmaceutical company developing novel therapeutics for the treatment of rare diseases. We are seeking a highly motivated individual to join Soleno Therapeutics as a Project Manager at the Director or Senior Director level. The position will be responsible for providing project management expertise and support to our NDA submission, as well as working on other key cross functional programs involving Clinical, Regulatory and CMC project teams, ensuring that program and project priorities are executed in accordance with Soleno's corporate goals.

RESPONSIBILITIES:

- Establish and maintain integrated project plan(s) to ensure completion of project objectives in a timely fashion and within budget.
- For key meetings (e.g., project team, meetings with partners), prepare agendas, facilitate discussions, prepare minutes, track decisions and issues and action-items.
- Focus on follow-up on action items to ensure timely resolution.
- Compile, track and maintain status reports of program progress and present to key internal stakeholders.
- Support Finance in developing program budgets and tracking actuals to forecast. Proactively identify areas where there are significant deviations and where resource savings could be realized.
- Review critical documents to ensure they are in line with program and project goals and objectives.
- Coordinate internal resources and CMO/CRO, vendors/suppliers for the flawless execution of projects.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in a relevant scientific discipline; a higher degree preferred.
- 10 + years of experience in pharmaceutical project management, including late-state Clinical, Regulatory and CMC development through commercialization stages.
- PMP certification strongly preferred but not required.
- Must thrive working in a fast-paced, collaborative environment while remaining flexible, proactive, resourceful and efficient.
- Excellent interpersonal skills with the ability to develop important relationships with key stakeholders.
- Strong conflict management and negotiation skills.
- Proven ability to analyze complex issues to develop relevant and realistic plans, programs and recommendations.

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- Demonstrated ability to translate strategy into action; excellent analytical skills and an ability to communicate complex issues in a simple way and to orchestrate plans to resolve issues and mitigate risks.
- Strong organizational, facilitation and presentation skills.
- Proven ability to manage complex projects, with the flexibility and adaptability to re-prioritize workload to meet changing timelines.

Salary Range: \$160k - \$250k

Please submit resumes to Soleno Therapeutics, Inc. at hr@soleno.life.