

Program Manager/Sr. Program Manager

Oncorus is a pre-clinical stage biotechnology company developing innovative and impactful, next-generation oncolytic HSV products with unprecedented potential to recruit all arms of immune system to treat solid tumors.

The Oncorus family is dedicated to bringing hope and impactful therapies to cancer patients everywhere. As part of our commitment, we have taken a pledge to donate a portion of product sales to fund promising cancer research and to support cancer care in the developing world. We are located in Kendall Square, Cambridge, MA.

We are looking for a highly motivated and innovative candidate for the role of Program Manager/Sr. Program Manager. Reporting to the SVP, Finance/Operations, this candidate will play an important role in supporting the cross functional teams and the Oncorus strategic objectives.

Day to Day Accountabilities and Opportunities

- Provide broad program management support for multiple programs approaching IND submission, including IND submission on our lead program expected in 2H 2018.
- Leverage input from all critical functions to create integrated project plans that define goals, milestones, critical path, timeline, risks, assumptions, and alternative scenarios.
- Work with the project lead to facilitate decision making and resolve conflicts.
- Create strong relationships with team members and functional line managers.
- Informs key stakeholders of status, issues, problems, and proposed solutions. Effectively communicate with senior management on program strategy, operational plans and progress.
- Anticipate program needs, align program goals and timelines, and liaise cross-functionally with research, CMC and clinical teams.
- Collaborates with Finance and other functional leads to align program activities with budget forecast and promote budgetary accountability.
- Plan, coordinate, and lead regular Program Team meetings and drive strategic program discussions.

Previous Experience

- A Bachelor's degree in a relevant field; advanced degree preferred.
- Biotech and/or pharmaceutical industry experience is required.
- At least 3 years of experience in a program management role is required, program management experience for clinical-stage programs is preferred.
- Strong communication and organization skills, good working knowledge of MS office, data plotting and graphing software.
- Excellent verbal and written communication skills, an innovative approach to problem-solving, and an integrated view of business and scientific issues.
- Ability to work independently and with flexibility to handle work flow in a fast-paced environment.

Our Ideal Candidate

- Must be hands-on and able to manage day-to-day activities but also have the versatility to step back and add longer term strategic value to our programs.
- A strong presenter and communicator, with the ability to work in a fast-paced and team-oriented environment.
- Someone with the ability to adapt to frequent change and thrive in a dynamic and entrepreneurial early-stage environment.
- Someone who gets excited by a lean organization and never says or likes hearing “that’s not my job”.
- Someone who enjoys a transparent, respectful and innovative environment.

Job Type: Full-time

Salary: commensurate with role and experience

Oncorus, Inc. is an Equal Opportunity Employer, and offers a comprehensive benefits package including health, dental, life insurance, 401k plan, unlimited vacation and much more.