

# Associate Director, Project Management (Neuroscience)

Job ID  
REQ-10029738  
Dec 10, 2024  
USA

## Summary

Onsite - Cambridge, MA or San Diego, CA

Want to make an impact on those suffering from neurological diseases? This is your opportunity!

In this key Associate Director, Project Management (Neuroscience) position, you will lead programs and projects in our Neuroscience Dept of our Biomedical Research facility in Cambridge, MA/San Diego, CA. This role is essential in ensuring that the strategy, planning, and execution are of the highest quality throughout the life cycle of each project. This influential individual contributor position will work with stakeholders from various functions to deliver projects in line with departmental strategy, objectives, and timelines.

## About the Role

### Your responsibilities include, but are not limited to:

- Managing early research and development neuroscience projects across multiple phases
- Providing project management leadership in the areas of planning, tracking, problem-solving, risk management and plan execution.
- Driving the development of the overall project strategy
- Collaborating with relevant line functions to generate and maintain the integrated project plan.
- Working in conjunction with the relevant line functions to ensure execution of all cross-functional project activities.
- Organizing and chairing effective project team meetings, issuing high quality agendas and meeting minutes in a timely fashion
- Collaborating with colleagues on the development of project related documentation, including all board meetings, and present as required.
- Contributing to Portfolio Management and Disease Area related scientific initiatives

### What you'll bring to the role:

- An advanced degree in life sciences/healthcare with a background in other Pharma discipline (Discovery,

Pre-clinical, Clinical, Pharmacokinetics, Regulatory etc.) is required. MSc, PhD, PharmD is preferable.

- 8+ years relevant professional experience in Pharma or biotech industry and in drug development project management
- Experience with discovery, research and ideally early drug development projects (up to Phase IIa), experience in later stage drug development is a plus
- Experience in leading / managing, and driving cross-functional teams
- Experience in a matrixed and/or direct people management role with demonstrated ability to influence without authority
- Expertise in all aspects of team behavior; drives conflicts resolution in teams; good ability to modulate style
- Demonstrated global mindset and cultural awareness

**Desirable Skills:**

- Drug development project management experience
- Scientific expertise in a disease area

The pay range for this position at commencement of employment is expected to be between \$151,000.00 and \$226,000.00 per year; however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

**Why Novartis:** Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients’ lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

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Division

Biomedical Research

Business Unit

Pharma Research

Location

USA

State

Massachusetts

Site

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Alternative Location 1

San Diego, California, USA

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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