



## Program and Alliance Manager

### About Tevard:

Tevard Biosciences is pioneering mRNA-modulating therapies to cure a broad range of genetic diseases. The privately held biotechnology company was founded by MIT Professor and Whitehead Institute Founding Member Harvey Lodish, with life science entrepreneurs and executives Daniel Fischer and Warren Lammert, fathers of children with rare genetic diseases, and scientific co-founder Jeff Collier, a Bloomberg Distinguished Professor in the Department of Molecular Biology and Genetics at the Johns Hopkins University School of Medicine. Tevard is exploring the use of its novel Suppressor tRNA, Enhancer tRNA, and mRNA modulating platforms in neurological disorders, heart disease, and muscular dystrophies.

### Position summary:

The Program and Alliance Manager has responsibilities for managing and tracking drug discovery programs performed by Tevard personnel both internally and with collaboration partners. You will work closely with development teams and subject matter experts to develop, implement, and manage program plans, operations, and processes to ensure alignment with corporate goals and timelines. Ideally, the Program and Alliance Manager has experience with Gene Therapies, specifically mRNA and/or AAV in the fields of CNS, Cardiology and Muscle.

Day to day, you will be responsible for staying up to date on experimental execution to ensure materials, documentation, and people are resourced and data, budgets and timelines are vetted for outcomes/alignment to achieve development activity goals. A deep understanding of scientific development within a lab setting through IND filing and into a clinical study environment will be essential to building our workplans and managing timelines for our research and development efforts. We are looking for a teammate who wants to grow with our organization as the company and our pipeline continue to develop.

### Responsibilities

- Key strategic and operational partner to the Development team, developing program goals and related plans
- Partner with the Development team to establish clear stage gating criteria and workplans to support transparency and efficient decision making
- Conduct program level scenario planning and risk analysis
- Prepare clear, detailed minutes of Team meetings and methodically track action items
- Keep abreast of changes and ensure constant communication with Tevard leadership and Development team so all are aware of project activity, issues, and contingencies.



- Support Discovery Alliance Management with external collaborations, both academic and corporate, contribute to the review and execution of contracts. Ensure efficient and comprehensive communication between external parties and internal teams.
- Help to develop & deliver impactful presentations that effectively distill complex issues to the critical points, and lead to increased understanding and optimized strategic planning & decision-making
- Collect and disseminate competitive intelligence and relevant literature as it is published
- Support the standardization of processes and communication(s)
- Proactively seek out opportunities for organizational improvement (e.g. team structure, processes, communication, etc.)

### **Qualifications**

- Bachelor's degree in a scientific (or related technical) field required. Advanced degree in either scientific discipline or MBA preferable.
- Minimum of 7 years industry experience within the Biotechnology, Pharmaceutical, or other Healthcare related field.
- Experience with Gene Therapies, specifically mRNA and/or AAV in the fields of CNS, Cardiology, and Muscle, with advanced understanding of other functions; including, but not limited to, Research, Pre-Clinical, Clinical, CMC, and Regulatory.
- Application of Project Management tools, methodologies, practices.
- Working Knowledge of Project Management principles and practices.
- Uses teamwork to work cooperatively toward the most effective solutions, championing the best ideas of team members, and assisting where help is needed yet is capable of highly independent work when efficiency is required.
- Results-oriented individual who is highly motivated, decisive, flexible in thought, and has the creativity to excel in and contribute to a rapidly growing company.
- Forward thinking mindset with the ability to manage multiple projects, as well as identify and resolve issues.

Title and compensation will be commensurate with level of relevant experience.

### **Contact:**

Interested candidates please send CV and cover letter to [careers@tevard.com](mailto:careers@tevard.com).

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.