



Senior Project Manager

Full Time Remote

About Illexcor Therapeutics, Inc.

Illexcor Therapeutics is an innovative biotechnology startup focused on developing breakthrough therapies for rare diseases. Our mission is to transform the lives of patients with serious and lifethreatening conditions through novel therapeutic approaches. With our passionate team of industry experts and our cutting-edge scientific platform, we are positioned to make a significant impact in the rare disease space.

Position Overview

We are seeking a highly motivated and experienced Project Manager to join our dynamic team. In this remote role, you will be responsible for managing cross-functional projects that advance our drug development pipeline, with a focus on early-stage therapeutic programs. The ideal candidate will bring strong scientific understanding, excellent communication skills, and proven project management expertise to drive critical initiatives forward while maintaining alignment with company objectives and timelines. As our first dedicated Project Management hire, you will help establish project management processes while reporting directly to the Chief Executive Officer.

Key Responsibilities

Project Leadership & Execution

- Lead and coordinate cross-functional project teams through the early drug development process, from discovery through early clinical development
- Develop comprehensive project plans with clear milestones, deliverables, timelines, and resource requirements
- Monitor project progress, identify potential risks and issues, and implement mitigation strategies
- Facilitate effective decision-making by presenting options, recommendations, and impact assessments to senior leadership

Team Coordination & Communication

- Build collaborative relationships with internal stakeholders and external partners
- Lead regular project team meetings, ensuring clear communication of objectives, decisions, and action items
- Create and maintain project documentation, including timelines, budgets, and status reports
- Serve as a liaison between scientific, clinical, regulatory, and business development teams

Resource & Budget Management

- Support functional leaders in resource planning
- Collaborate with functional heads on budget planning and provide regular spending analyses and forecasts
- Identify opportunities for process improvements and operational efficiencies

Strategic Planning & Implementation

- Align project activities with company strategy and objectives
- Support development of target product profiles and clinical development plans
- Contribute to regulatory strategy and preparation of regulatory submissions
- Participate in portfolio management discussions and resource prioritization

Qualifications

Required

- Bachelor's degree in life sciences, chemistry, or related field; advanced degree preferred
- 5+ years of direct project management experience in biotechnology or pharmaceutical industry, with a minimum of 7+ years total industry experience
- Demonstrated experience managing early-stage drug development projects
- Strong understanding of drug development processes
- Proficiency with project management methodologies and tools
- Exceptional organizational skills with ability to manage multiple projects simultaneously
- Outstanding written and verbal communication skills
- Demonstrated ability to work independently in a fast-paced environment with minimal oversight
- PMP certification or equivalent is a plus

Preferred

- Experience with rare disease drug development programs
- Knowledge of regulatory pathways for orphan drugs
- Background in early clinical development planning and execution

What We Offer

- Competitive salary and equity (stock) compensation package
- Comprehensive health, dental, and vision benefits
- 401(k) retirement plan with employer match
- Flexible work schedule
- Professional development opportunities
- The chance to make a meaningful impact on patients' lives
- Collaborative and innovative company culture
- Remote-friendly work environment with appropriate technology support

How to Apply

Qualified candidates should submit a resume and cover letter describing their interest in the position and relevant experience to careers@illexcor.com with "Project Manager Application" in the subject line

