



Job Description

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| Title: | Portfolio Director | Location: | San Diego, CA |
| Department: | R&D | Full-Time/Part-Time: | Full-Time |
| Classification: (For HR to Complete) | Exempt | Hours of Work: | 40 |
| Reports to: | CMO | | |

Job Summary:

The Portfolio Director will direct multi-disciplinary projects to optimize delivery of new products and/or product improvements. The position will manage the program across internal company departments and outside suppliers and partners. The Portfolio Director will oversee all aspects of project/program planning and execution, serving as a leader for team members from multiple functional backgrounds regardless of reporting relationships. The position is accountable for connecting the business and technical needs of the program, driving execution and establishing/maintaining effective communication internally and externally. An effective Portfolio Director will be an established strong communicator with a track record of making sound technical and programmatic decisions and asking tough questions. S/he has technical expertise that can be applied directly to the combination drug/device space, preferably in gel or semi-solid formulations.

Job Responsibilities:

- Provide leadership to a cross-functional core team responsible for driving a new product development program through FDA filing and commercialization.
- Serve as primary escalation point for the program
- Lead strategic thinking, prioritization and tactical steps involved in daily operational opportunities to accomplish program assignment
- Establish and maintain relationships with functional leaders, outside partners and project teams
- Track and report program progress and financials against plan and budget

- Regularly communicate strategy, recommendations and program updates to executive leadership
- Develop and execute against appropriate schedules, budgets and resources plans as well as assess risk and implement effective mitigation strategies
- Create a cohesive and collaborative team culture by addressing intra-team conflict promptly and ensuring mutual accountability

Competencies:

- Able to apply superior leadership skills in managing large project teams and implementing project management practices across the teams
- Highly skilled in negotiating, team building and influencing others to achieve program goals
- Proven success in matrixed management initiatives
- Solid understanding and proven track record in application of project management and technical development processes and approaches
- Proficient in functional areas and project management tools and methodologies
- Possess sufficient domain and technical knowledge as to be a credible leader for the team
- Must be detailed oriented, possess excellent time management skills, be well organized, able to contribute independently and display a professional demeanor.
- Must possess strong interpersonal skills, and ability to work with others in a positive and collaborative manner; able to communicate with sense of urgency to internal and external customers.

Supervisory Responsibility:

This position oversees and coordinates the work of relevant consultants and external vendors.

Education and Qualifications:

- 10+ years of job-related experience with a Bachelor's degree or 8+ years of job-related experience with a Master's degree
- At least 5 years of drug development experience – ideally in drug/device combination products and/or gel/semi-solid formulations
- Experience in managing complex projects and/or certification in project management preferred
- Knowledge of regulatory guidance and requirements related to drug development
- Understand and adhere to GMP and GLP policies and procedures
- Experience leading global projects preferred

Travel: Up to 25%

Employee Signature

Date

Print Name