Job Title: Clinical Project Manager

Department: Clinical Operations

Reporting to: Multiple Programs

Location: Boston, MA

Rhythm seeks an experienced and highly motivated individuals to join its team in Boston, Massachusetts. Within the clinical development group, there are multiple ongoing and planned studies of Setmelanotide in rare genetic disorders of obesity. The positions will be responsible for independently overseeing all components of study execution and as such will routinely interact with the medical, translational research, regulatory and diagnostic groups to ensure deliverables are met.

Principal Responsibilities

- Lead and manage integrations of all clinical study activities leveraging internal and CRO resources, expertise and knowledge
- Provide strategic input and execution of clinical trials from protocol design to the final clinical study report for specified studies
- Communicate and interact with Key Opinion Leaders
- Manage all aspects of CRO/vendor identification, request for proposal submission, CRO selection, and the day to day operational management activities of CROs, with the ability to leverage resources, expertise, and knowledge within the CRO/vendor
- Participate in Case Report Form design, user acceptance testing in partnership with data management
- Manage and provide input to development of country specific Informed Consent Form
- Lead the development of contingency/risk management plans and associated mitigation strategies
- Prepare budgets, timelines, and forecasts for clinical studies.
- Interface with Finance, Program Management, Accounting, Supply Operations, Quality Assurance and Medical Affairs to execute study activities
- Provide a variance analysis of budget to actual and notifies finance of projected cost over/under expenditure.

Qualifications and Experience

- Bachelor's Degree is required. An advance degree in scientific discipline, business/finance courses is preferred.
- 5+ years of experience gained with a CRO or Pharmaceutical Company working on Phase I - IV multinational clinical studies.
- Strong regulatory knowledge, including Good Clinical Practices (GCPs)
- Exceptional organizational skills and ability to deal with competing priorities, also strong reasoning and problem-solving ability
- Excellent communication skills (written and verbal)

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- Knowledge of global clinical trial management in fast paced CRO outsourced environment
- Ability to assemble a plan and execute on the details.
- Proficient with MS Office Suite (Excel, Word and PowerPoint) and MS Project.
- Able to travel (annual average of 10 – 20%)