

Job Title: Program Manager

Job Location: Fort Worth, TX

Company Summary: CAGE Bio Inc. is a privately held clinical-stage biotechnology company developing innovative products for the treatment of immune-mediated skin diseases.

Position Summary: CAGE Bio is looking to hire a Program Manager to manage and coordinate multiple projects to ensure they are completed on time and on budget.

Key Responsibilities:

- Organize and plan project tasks and schedules
- Manage tasks in accordance with Project Management Institute (PMI) standards and those of the company
 - Communicate project status to the upper management and key project participants
 - Stay aware of company goals and strategies to ensure projects align with business priorities
 - Facilitate and encourage collaboration across departments to ensure projects are completed successfully
 - Delegate work to team members based on skills and expertise
 - Optimize project deliverables, schedule, and budgeting
 - Work with proposal teams to develop cost estimates and project plans
 - Create presentations and reports to communicate project status
- Keep the project team focused on the end goal
- Assist the team with manufacturing, analytical and regulatory submissions activities as needed.

Job Qualifications and Skill Sets:

- Demonstrate problem-solving project management experience and skills
- A bachelor's or master's degree in pharmaceutical science, biotechnology, or related fields
- Knowledge of project management methodologies such as DACI and best practices is a plus
- Strong interpersonal and team leadership skills
- Strong organizational, time management, and verbal and written communication skills
- Ability to manage multiple projects simultaneously
- Proficiency in Microsoft Office tools
- Experience with cloud-based hosting platforms and version control tools