



POSITION: Program Manager

DATE: September 2021

REPORTS TO: Chief Technology and Development Officer

STATUS: Full-time, Exempt

DEPARTMENT: Program Management

ACCOUNTABILITY OBJECTIVE:

The Program Manager provides cross-functional team planning, coordination, and communication for Impel NeuroPharma Drug/Device Combination Product pre-commercial programs. This role leads cross-functional planning and execution of product development programs, within a matrix organization, to timely completion within budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned.

- **PROGRAM PLANNING:**
 - Lead development of program strategy, maintain detailed program plans, monitor progress to goals and milestones
 - Coordinate program planning and project management, including cross-functional resource planning, risk management, and change management
 - Accountable to company executive management regarding portfolio and project deliverables
 - See the big picture and highlight interdependencies and downstream impacts of strategic decisions
 - Apply best practices in the planning, initiation, execution, and closing of projects
- **COLLABORATION:**
 - Motivate a cross-functional team around a common strategic vision, to enable crisp-decision making with transparent communication and identify and remove roadblocks to program progression
 - Align with the Executive Sponsor to create a positive team environment that encourages input, accountability, and robust analysis of options
 - Establish a close partnering relationship with functional leaders to ensure strategic and operational alignment for aspects that cut across the early pipeline portfolio to facilitate efficient execution across all programs
 - Coordinate meetings to facilitate internal and external collaborations, including setting agendas, capturing meeting minutes, documenting decisions, and ensuring appropriate follow-up for action items
- **COMMUNICATION:**
 - Use project tools to manage and document team progress as well as to communicate effectively to stakeholders

- Prepare routine and/or ad hoc project status and dashboard reports for executive leadership and BOD materials
- Communicate with clarity across audiences to share concepts, problem statements, execution plan, program status, and recognition
- Ensure all decisions are assessed as to their impacts and communicated to stakeholders in a transparent and timely manner
- TIMELINE DEVELOPMENT:
 - Develop and maintain high quality, cross-functional timelines with input from functional leads that align with program strategy. Visualize timelines in succinct and impactful ways to facilitate communication, scenario planning and decision-making.
- BUDGETING:
 - Collaborate with finance, department heads and team representatives to develop and manage the program budgets, including scenario planning as needed

EDUCATION, EXPERIENCE AND/OR SKILLS REQUIRED

- 5+ years of experience as a Project/Program Manager, preferably in the Medical Device, Pharmaceutical or Biotech industries
- Bachelor's degree in technical discipline (engineering/biology/chemistry, etc.)
- PMP, Six Sigma and/or similar certification a plus
- Proven knowledge and understanding of project/program management techniques and methods
- Ability to lead by influencing complex teams across geographic and business unit boundaries including the ability to work independently with minimal supervision
- Excellent knowledge of MS Office; working knowledge of program/project management software such as Microsoft Project or Smartsheet

CULTURAL COMPETENCIES

- **Collaborative:** Works together in an intersection of common goals by sharing knowledge, learning, and building consensus with others.
- **Flexibility:** Develops new or diverse strategies to achieve organizational goals. Able to lead in a changing and challenging work environment. Manages competing demands and unexpected events.
- **Ownership:** Demonstrates full ownership and takes accountability for the actions and execution of both self and the department.
- **Leadership:** Ability to be dynamic and visionary, and able to define clear and specific objectives, tasks, and responsibilities.
- **Initiative:** Measures self against a standard of excellence. Demonstrates persistence and



overcomes obstacles, takes calculated risks to accomplish goals. Ability to work a demanding, primarily self-directed work schedule.

- **Professionalism:** Works well in a fast-paced environment; treats others with respect and consideration; accepts responsibility for own actions. Understands business implications of decisions, aligns work with strategic goals. Meets deadlines and commitments.
- **Communication Skills:** Clearly and persuasively communicates verbally and in writing. Listens and seeks clarification; manages difficult situations; maintains confidentiality.
- **Problem Solving:** Conducts appropriate analysis and makes clear, consistent, and timely decisions.
- **Detail minded:** Demonstrates accuracy and thoroughness; monitors own work to ensure quality and organization. Strong attention to detail while multitasking.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have demonstrated ability to multitask in high pressure, changing conditions. Sitting, standing, stooping, and lifting of packages/laboratory equipment up to 30 pounds may be required.

WORKING CONDITIONS

When based in the office, expect a noise level typically moderate for offices and labs.

PRIMARY LOCATION & TRAVEL

Office location will be determined by incumbent current primary residence. Note that travel up to 20% to meet the ongoing needs of the business, some of which may be international, so a current passport is required. In-person training will be conducted in Seattle, Washington soon following hire.