PARAGON LABS

Position: Associate Director, Program Management
Location: Remote (U.S.)

About Paragon

Paragon Laboratories is an emerging biotechnology company dedicated to discovering and developing best-in-class complex biologics for diseases with significant unmet need. With a dedicated in-house team of scientific experts in drug development, Paragon pursues differentiated therapeutic concepts and advances them rapidly toward proof-of-concept validation. As programs mature, Paragon supports their continued development through new company formation and strategic partnerships.

The Role

Paragon is seeking an Associate Director, Program Management to drive our biologics and monoclonal antibody programs from candidate selection through IND submission and into first-in-human studies (and potentially beyond). This individual will partner with Program Leads and functional experts to turn scientific strategy into integrated, executable plans, and keep teams aligned on timelines, budget, risks and decisions.

Key Responsibilities:

- Partner with the Program Lead to build and maintain integrated development plans for biologics and monoclonal antibody programs, from candidate selection through IND and first-in-human studies
- Own the integrated program timeline, critical path, scenario plans and key decision points, aligned to the target product profile
- Lead cross-functional program team meetings across research, CMC, nonclinical, clinical, regulatory and quality; drive decisions and track actions to closure
- Align IND-enabling activities (GLP toxicology, PK/PD, document preparation) with CMC readiness, and manage IND/CTA timelines and review cycles in partnership with Regulatory Affairs and other functional leads
- Identify, assess and track program risks; lead mitigation and contingency planning
- Partner with Finance on program budgets and forecast and Program Leads and other functional experts to and forecast functional resource needs to flag resourcing gaps early
- Prepare materials for leadership, Board, governance and partner reviews that frame decisions with clear options, trade-offs and recommendations in partnership with Program Leadership and functional experts
- Establish program management tools, templates and processes suited to a lean, fast-moving organization

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Key Things About You:

- Bachelor's degree in a life science, engineering or related field, with 5+ years of biopharma industry experience, including 3+ years in program or project management of drug development programs; advanced degree (PhD, PharmD, MS) and/or PMP certification preferred
- Hands-on experience leading or supporting programs through IND-enabling studies and IND/CTA submission; exposure to Phase 1 planning is a plus
- Experience managing CRO and other vendor relationship relationships preferred
- Proficient in project management tools (e.g., MS Project, Smartsheet) and expert in building integrated timelines, risk registers and program budgets
- Proven ability to influence without authority and align scientists, functional leaders and external partners around shared priorities
- Comfortable with ambiguity and experienced at building processes from the ground up in an early-stage environment
- Demonstrates a continuous improvement mindset
- Exceptional verbal and written communication skills
- Ability to attend in-person all company meetings (location will vary), as well as travel up to 20% of the time, as required by work

What We Offer You:

- A chance to thrive in a fast-moving, entrepreneurial environment where you can help shape our culture from the ground up, stretch beyond the boundaries of your role, accelerate meaningful medicines, and learn at every turn
- Competitive compensation, including base salary, performance bonus, equity grant opportunities
- Comprehensive medical, dental, and vision coverage, as well as access to tax-advantaged savings accounts, life and disability insurance, and a 401(k) match
- Flexible time off, +12 company holidays, plus Winter and Summer shutdowns
- Commitment to ongoing professional development opportunities including all-company trainings
- Remote working environment with bi-annual and semi-regular in-person meetings to address complex problems, build relationships and have some fun

The expected salary range offer for this role is $160,000 - $180,000. Actual pay offered may vary depending on job related knowledge, experience, education, and geographic location.

Paragon Labs is an equal opportunity employer. We consider all qualified employment applicants without regard to race, religion, color, gender, age, national origin, sexual orientation, gender identity, gender expression, partnership status, status as a protected

veteran, status as an individual with a disability, or any other status protected by federal, state, or local law. Individuals who hold legal work authorization applicable to employment at Paragon Labs in the United States will be considered without regard to citizenship/alienage.

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