



Together we can make a difference to lowering the barriers to innovation in life sciences and healthcare R&D through pre-competitive collaboration.

The Pistoia Alliance is a member-driven, non-profit, life sciences industry group dedicated to advancing innovation in life science R&D through pre-competitive collaboration. Its membership is drawn from biopharma, technology companies & software suppliers, publishers, consulting practices, academics, and research institutes. The Pistoia Alliance operates as a virtual organization, advancing its mission primarily through member-driven communities and projects, while also hosting a variety of activities including webinars, conferences, innovation challenges, hackathons, and networking events.

The Pistoia Alliance is looking for project managers to develop its portfolio of projects.

To apply, please submit your resume/CV via email to Jobs@PistoiaAlliance.org.

Job Type

Part-time, contractor, remote. Estimated equivalent of 1.5 to 2 days a week per project.

Role

A Pistoia Alliance project manager manages and co-ordinates across all technical and service aspects of a project – typically in close cooperation with a project champion drawn from the member community. Activities range from initial discussions with members and interested parties, development of the project requirements, creating necessary documentation on aspects of setting up and running the project and the management of all project-related activities through to project completion.

Key Responsibilities

- Manages the delivery of all technical and service aspects of projects for Pistoia member community.
- Serves as the internal link within the Pistoia Alliance and have direct contact with all internal functions and direct one-on-one contact with project members.
- Initiates the involvement of appropriate functions, maintaining regular communication, and ensures the work delivered to members is of a consistently high standard.
- In cooperation with the project champion, initiates, coordinates, documents, attends, and facilitates project meetings usually via Zoom.
- Support Business development teams to enable them to support with fund-raising activities and recruitment of new project members.
- Tracking of projects via Gantt charts and business case production.
- Provides accurate and timely financial forecasting and reporting.
- Responsible for revenue recognition for projects and support final production information for accounting function prior to invoices release.
- Participates in cross-functional business process improvement activities as required.
- Periodic representation of project progress at the Pistoia Alliance (currently virtual) conferences, twice yearly.

Minimum Requirements/Qualifications

- Requires excellent organizational, planning, verbal, written and numerical skills with the ability to analyse and define solutions and manage multiple tasks to meet strict deadlines.
- Requires strong and effective communicator with the ability effectively to present information and respond to questions from groups of managers and clients.
- Requires accredited college, university or recognized professional degree, preferably in a life sciences / health-related field. Prefer advanced degree in a life sciences / health-related field.
- Requires proficiency in personal computer applications (e.g., Microsoft Word, Excel, PowerPoint, Access, Outlook).
- PRINCE2 or other project management qualifications are beneficial.