

Pistoia Alliance is seeking a Project Portfolio Lead

Project Portfolio Lead;

The Project Portfolio Lead is a strong leader, oversees a core capability of the Pistoia Alliance including all internal functions aimed at planning, instituting, and executing the Pistoia Alliance's Innovation and Member-led projects. The PPL will work in partnership with the Commercial Team.

The Pistoia Alliance Organization

The Pistoia Alliance is a global, not-for-profit members' organization working to lower barriers to innovation in life science and healthcare R&D through pre-competitive collaboration. Please visit <http://pistoiaalliance.org>

Position

The Pistoia Alliance has been developing activities including conferences, projects, communities of interest, and a seed fund for innovative projects. It is expanding its membership globally. The Alliance is now seeking to accelerate growth across its project portfolio.

The Pistoia Alliance Board of Directors has identified the need to sharpen its focus on the project portfolio with a mission-attentive, well-connected, and process-minded yet agile and pragmatic leader. The PPL will have experience in scaling an organization, developing a performance culture among a group of diverse, talented individuals, and to facilitate the Alliance to deliver a valued portfolio for its members.

Responsibilities

Reporting to the President of the Pistoia Alliance, the PPL will lead all internal project portfolio operations and will have the following responsibilities:

1. Working in close partnership with the Board of Directors, and commercial team, develop approaches, processes, and procedures to support the implementation of the Pistoia Alliance strategy.
2. Ensures the execution and tracking of critical activities for project teams. Ensure detailed oversight and reporting of projects of high complexity and/or strategic value to the Pistoia Alliance.
3. Work with the strategic themes to provide direction and support for them to succeed in developing interesting and supported member-funded projects and communities
4. Provide for staff – contracted, and volunteers - a strong leadership presence; foster global virtual operations and support an open-door policy among all contributors and members.
5. In collaboration with the Pistoia Alliance Treasurer, develop and adhere to budgeting which accurately provides spending and fund-raising details.

6. Enhance and achieve member engagement including member retention and acquisition, project funding, and active member participation in projects. Assure projects add value for members.
7. Ensure that plans are in place for the maintenance and support for sustainability of completed projects
8. Continually evaluate cooperatively across the Pistoia Alliance whether to continue, to slow, to accelerate, or stop projects.

Operations

1. Manage and operate the project portfolio and planning processes through a well architected pipeline.
2. In collaboration with the project management office ensure financial supporting and project tracking within the HubSpot tool
3. Utilise tools and decision matrices to make decisions on funding for project ideas
4. Provide the organization with quick access to financial information which enables accurate financial reporting and planning.
5. Utilize the current back-office technology infrastructure of the Pistoia Alliance and in collaboration with member representatives, and the commercial team, pursue programs and projects to support growth and value to members.
6. In collaboration with the project management team members and the commercial team, manage project team constitution including recruiting paid project resources.
7. Oversee delivery from project teams. including recruiting contracted project resources or outsource to appropriate suppliers- all via negotiated contracts and bids for services.
8. Collate and report progress of the Pistoia Alliance Portfolio for regular operations meetings as well as for board updates, the website, newsletters, and relevant social media.
9. Apply for relevant grants to support project outcomes and goals

Budgeting

1. In conjunction with Alliance leadership, implement reporting, measuring and supporting activities for revenue generation as a result of portfolio activities.
2. Present to the Pistoia Alliance board of directors the status of the portfolio at its quarterly meetings and serve on board sub-committees as necessary.

Key Qualifications

The successful candidate:

1. Must believe in the core values of the Pistoia Alliance and be driven by its mission.
2. Have the experience to coordinate a talented and growing community of Pistoia Alliance associates who deliver the project portfolio and convene associated activities

3. Will demonstrate a passion for leadership and be willing to break new ground to lead change within life sciences in general and in the pharmaceutical industry in particular.
4. Will have proven experience in scaling a virtual organization and a demonstrated ability to both lead and build the capabilities of a driven, bright, diverse team is essential.
5. Must be able to implement change and lead a diverse set of resources to a common vision and mission.
6. Will have a minimum of five years of management experience in life sciences organizations with project execution responsibility is needed. Previous non-profit experience is a plus.