

Job Title: Project Manager

A little about us:

The Lieber Institute for Brain Development (LIBD) was conceived from the realization that a new approach is needed to fully exploit the unprecedented opportunities to accomplish the critical goal of helping affected individuals and their families. The LIBD aims to transform the research landscape in two ways: by providing new tools for scientific discovery and by developing new collaborative approaches to achieve our ambitious mission.

The mission of the Lieber Institute for Brain Development is to translate the understanding of basic genetic and molecular mechanisms of schizophrenia and related developmental brain disorders into clinical advances that change the lives of affected individuals. We are an independent 501(c)(3) medical research institute located in the Bioscience Park on the campus of the Johns Hopkins School of Medicine and Hospital.

Job Summary:

The Project Manager will help track and support projects throughout LIBD, as well as manage milestones. This position reports to the Director of Strategic Alliances and Research Administration and works closely with colleagues across various research teams and Executive management to provide project and partnership management assistance.

Primary Job Responsibilities:

- Project Implementation
 - Develops a detailed project plan to monitor and track progress and ensure resource availability and allocation -- Aids in the translation of strategic project objectives into feasible research plans, budget preparation, resource planning and estimating task durations to develop and maintain a realistic project timeline.
- Project Management:
 - Closely monitors individual project tasks and meets regularly with internal stakeholders to collect status reports on project progress, overall timelines and work schedules. Creates and maintains comprehensive project documentation including tracking of resources.
 - Measures project performance using appropriate PPM tools and compares those metrics against the original plan.
 - Identifies any developing problems and issues that may impact project delivery, in a timely fashion and escalates to management, any expected changes to the project scope, project schedule and project costs
- Information and Communication Management:
 - Ensures effective cross-functional team coordination and communications within and outside the stakeholder teams via PPM platforms used by Project Management
 - Responsible for development and preparation of monthly project status reports for Executive management

Qualifications:

Education/Experience:

- Bachelors in Science or Health Science/Biomedical/Bioengineering/Information Management, or a closely related field is required.
- Minimum 5 year experience working in science/healthcare related project management is preferred.

Knowledge, Skills and Abilities:

- Demonstrated ability to support complex assignments and projects requiring integration of multiple disciplines. Specific experience developing and managing project schedules.
- Strong analytical, interpersonal, management and facilitation skills
- Able to work effectively and efficiently toward goals in a diverse and dynamic environment with multiple and changing demands
- Ability to meet deadlines in tight timeframes
- Excellent written and oral communication skills and ability to condense information into key points
- Professionally mature with a proven ability to work across internal and external teams
- Fluency in written and spoken English is required

To Apply: Interested applicants should submit a cover letter, their curriculum vitae and the names and contact information of 2-3 professional references to: jobs@libd.org with the subject line "Project Manager".

EEOC Statement:

The Lieber Institute for Brain Development is proudly an equal employment opportunity and equal professional advancement employer. Employment decisions at the Lieber Institute for Brain Development are based on merit, qualifications, and abilities. It is our policy that the Lieber Institute does not discriminate in employment opportunities on the basis of race, religion, color, sex, age, marital status, national origin or ancestry, citizenship, physical or mental disability, sexual preference/orientation or veteran status with regard to any position or employment for which the applicant or employee is qualified.