

## **Associate Project Manager/Scientific Project Manager**

### **A little about us:**

The Lieber Institute for Brain Development was conceived from the realization that a new approach is needed to fully exploit the unprecedented scientific opportunities to accomplish the critical goal of helping affected individuals and their families. The Lieber Institute 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.

The Lieber Institute offers a generous benefits package which includes paid holidays, sick, personal and vacation time off.

### **Job Summary:**

The successful applicant will report to the Director of Strategic Alliances and Research Administration and manage day-to-day project operations working closely with cross-functional project teams on scientific projects throughout LIBD. This position will collaborate with internal and external stakeholders to ensure key project requirements and milestones are met. They will be applying their experience as well as, improving and implementing new processes. A strong communicator, insightful, and team oriented person should excel in this role.

### **Primary Job Responsibilities:**

- Project Implementation
  - Supports the translation of project objectives based on contract SOW into feasible milestone based research plans, related internal budgets, resource plans, allocation and timelines. Communicates the operational research plan to all relevant internal stakeholders at project kick-off.
- Project Management:
  - Closely monitors all projects through their lifecycle. Meets monthly or a similar frequency with internal stakeholders to collect status reports on project progress, overall timelines and work schedules. Creates and maintains comprehensive project summaries based on all information collected in word documents and SharePoint. Generates project progress summaries for Director as part of departmental reporting and reports on budget and resource use, needs and availability. Additionally supports project related financial operations including forecasting, monthly tracking, purchase requests and invoicing.
  - 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 the situation to the Director, including any changes to the project scope, project schedule, project costs and resource allocations and needs.
- Information and Communication Management:
  - Ensures effective cross-functional team coordination and communications within and outside the stakeholder teams
  - Organizes project meetings, prepares agendas and records meeting minutes and communicates them to all attendees.

Responsible for development and preparation of monthly project status reports for

departmental reporting

**Minimum Qualifications (Mandatory):**

- Bachelors in Science or a closely related field is required. Master's degree preferred.
- Minimum 2-3 years of job related experience (e.g. science/healthcare related project management), or equivalent experience is a plus.

**Special Knowledge, Skills and Abilities:**

- Proficiency in MS Office, including but not limited to Excel, PowerPoint and Access; SharePoint, Microsoft teams and other PPM platforms.
- Able to work effectively and efficiently toward goals in a diverse and dynamic environment with multiple and changing demands
- Ability to develop, manage, and track relevant performance measures. Strong organizational and time management skills, including being able to work in with tight deadlines.
- Ability to effectively and professionally communicate with all departments and all levels of personnel
- Strong analytical, and facilitation skills
- Excellent written and oral communication skills and ability to condense information into key points
- Fluency in written and spoken English is required

**Physical Requirements for Office position:**

- Remaining in a seated or standing position for extended periods of time;
- Reaching and grasping to manipulate objects with fingers, for example using a keyboard;
- Communication skills using the spoken and written word;
- Prolonged ability to view computer screen, paper reports/documents, charts and results;
- Having the ability to receive detailed information through oral communications;
- Mobility, including the ability to move materials weighing up to several pounds (such as small office furnishings, reams of paper, a laptop computer or files);
- All other physical demands in a standard office environment.

\*\* If accommodations are needed due to pregnancy or a disability, please contact [jobs@libd.org](mailto:jobs@libd.org).

**To Apply:** Interested applicants should submit a cover letter, and resume with the subject line "Associate Project Manager/Scientific Project Manager".

**EEOC Statement:**

At the Lieber Institute, we are committed to a work environment of mutual respect where employment decisions are based on merit. As an equal opportunity employer, the Lieber Institute does not discriminate in employment opportunities on the basis of race, color, religion, color, sex, gender identity/expression, sexual orientation, pregnancy, marital status, age, national origin or ancestry, citizenship, disability (physical or mental), genetic information, military service, or other non-merit based factors protected by state or federal law or local ordinance, with regard to any position or employment for which the applicant or employee is qualified.