



Job Title: Manager, Biobank Partnerships

Department: TRAD

Reporting to: VP, Translation R&D and External Alliances

Location: Boston, MA

The Translation Research & Alliances group within the Translational Research & Development (TRAD) department at Rhythm is seeking a Manager, Biobank Partnerships reporting to the VP, Translation Research & Alliances.

Summary of Key Responsibilities:

- Management of biobank partnerships to ensure to on-time delivery of biobank samples and data, and any other partnership deliverables
- Tracking and reporting of sample and data flow across portfolio of biobank partnerships.
- Proactive identification, mitigation and resolution of partnership issues and bottlenecks.
- Management of partnerships lifecycles – effective launches; As needed: adjustment of aims and timelines; development of follow-on SOWs; partnership extensions and terminations.
- Alignment of internal and external stakeholder around project timelines, deliverables throughout partnership lifecycles

Qualifications:

- Bachelor's degree in life sciences; Advanced degree preferable.
- Minimum 3 years of clinical or research project management, or alliance management.
- Experience in genetics, genomics, biomarkers, and/or diagnostics preferred
- Understanding of clinical sample logistics, stabilities and CLIA/CAP testing requirements

Preferred Skills:

- Commitment to successful execution and delivery
- Detail-oriented, ability to drive tasks to timely completion while maintaining focus on quality
- Well-organized with strong project management skills and ability to prioritize workloads
- Must thrive in working in a fast-paced, innovative environment while remaining flexible, proactive, resourceful, and efficient
- Excellent interpersonal skills with demonstrated ability to work with and effectively support cross-functional teams
- Ability to manage complex projects in parallel
- Creative, innovative, problem-solving approach
- Independent self-starter, but with an ability to be a strong team player

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This is not meant to be an exhaustive list of all responsibilities, duties, and skills required for this role. The role may be required to perform other related duties, as assigned.