



## **CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS**

### **PROGRAM MANAGER FOR PRODUCT DEVELOPMENT RESEARCH**

Cancer Prevention and Research Institute of Texas (CPRIT) is the second largest funder of cancer research and prevention activities behind only the federal government. Over the past decade, CPRIT has invested more than \$2.5 billion in cutting edge research leading to a significant increase in intellectual property and knowledge related to cancer treatments, cures, and prevention best practices. CPRIT offers an unparalleled opportunity to catalyze discovery and progress in the prevention, diagnosis and treatment of cancer.

#### **General Position Summary**

Provides advanced senior managerial and portfolio assessment work within the Product Development Research Program. Work involves supporting and evaluating program activities and requires meticulous attention to detail and accuracy with strong analytical capabilities. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. This position reports to the Chief Product Development Officer.

**Salary Range** \$76,356 - \$120,000/year

**Closing Date** October 22, 2021 5:00 p.m.

### **GENERAL QUALIFICATION REQUIREMENTS**

#### **Required Experience and Education**

Five (5) years full time work experience in program management **or** product development management is required. Experience in the biotechnology industry is required, with a preference for familiarity with startup and early-stage company operations.

Bachelor's degree in life science, business or project management. Preference for advanced graduate degree with a concentration in biotechnology business operations and analytics.

#### **Knowledge and Abilities**

Ability to design, collect, organize, and analyze data and manage program activities; recommend program goals and objectives that support the agency's established priorities; identify problems, evaluate alternatives, and implement effective solutions; prepare reports; provide assistance and technical support to product development applicants and grantees; and communicate effectively. Ability to establish positive working relationships with staff and grantees is essential. Proficiency with Microsoft Office Suite.

Must be able to write clearly using proper grammar and consistent use of office style. Ability to articulate technical matters to a lay audience.

### **EXAMPLES OF WORK PERFORMED**

Works closely with the Chief Product Development Officer (CPDO), other product development research staff and other CPRIT personnel to become familiar and engaged in all aspects of the Product Development Research portfolio, both pre- and post-award.

Designs, performs, collects, coordinates, develops, analyzes and monitors a portfolio of program metrics using accepted portfolio evaluation methodologies and creates meaningful reports to assist in decision-making and program reporting. Includes conducting insightful analyses of internal and external data sets.

Analyzes and reports program metrics for agency publications, reports to external constituencies, executive staff and CPRIT Oversight Committee.

Performs piloting new product development research program concepts for expansion of Product Development Research funding mechanisms or operational process improvements.

Performs outreach efforts, regional stakeholder engagement and project pipeline development to increase awareness of Product Development Research Program award mechanisms.

Assists CPDO and other applicable staff in managing the product development research pre- and post-award review processes and other project decisions by providing accurate and timely data analysis.

Responsible for analyzing data in the CPRIT grants management system to monitor award progress and other data helpful for decision making.

May provide direction, guidance and technical assistance to applicants and grantees and assist with application processes and evaluation of grantee progress reports.

Prepares reports and presentations.

May represent the agency and its product development research activities at business meetings, conferences, and seminars.

Performs related work as assigned.

### **Military Occupational Codes**

The Military Occupational Specialty (MOS) codes applicable to this position can be accessed at: [http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf). Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above are encouraged to apply.

### **Application Instructions**

If you meet the qualifications, complete, and submit a State of Texas application online via the WorkInTexas.com portal. Applications may also be submitted to Cancer Prevention and Research Institute of Texas, Human Resources, P.O. Box 12097, Austin, Texas 78711.

A State of Texas application may be obtained from <https://www.twc.texas.gov/jobseekers/state-texas-application-employment#applicationFormForDownload>

All resumes must be accompanied by a fully completed state of Texas application. Incomplete applications may be disqualified at the agency's discretion. Faxed and emailed applications will not be accepted.

Non-smoking office and building located in Capitol Complex of Austin, Texas.

The Cancer Prevention & Research Institute of Texas is an equal opportunity employer.

Additional information regarding the Institute's history and operations can be found on the agency's website at <https://cprit.texas.gov/>.