

JOB DESCRIPTION	
JOB TITLE	Project Manager, Medical Affairs
DATE AVAILABLE	Immediately
LOCATION	Corporate Office, Lexington, MA
Overview	Reporting to the Senior Vice President of Commercial Operations, the project manager will be responsible for supporting the Medical Affairs team on the development, implementation, and completion of a variety of strategic and tactical projects. The successful candidate will be responsible for delivering these projects within the stipulated timeframe and budget.
RESPONSIBILITIES	<ul style="list-style-type: none"> • Advance Synageva’s culture of excellence through outstanding professional demeanor and behavior; includes collaborating with all functions including administrative, clinical, commercial, finance, legal, medical, operations, regulatory and research – to lead as appropriate and support otherwise; includes communicating effectively to all levels of Synageva staff and management. • In collaboration with Head of Program Management, ensures project management tools and metrics are used appropriately to enhance project and program delivery and information dissemination to the business. • Support implementation of commercial and medical affairs projects: includes drafting, implementing, documenting, monitoring and communicating projects including status updates, course corrections, timelines, milestones, and metrics. • Integrate marketing and medical affairs planning and implementation for Synageva’s products into master plans for all stages of life cycle management with focus on Synageva’s lead product. • Support cross-functional teams on advisory boards, speaker programs and other key medical education programs and tactics. • Ensure alignment between the medical and commercial functions in a way that achieves collective goals and respects/maintains compliance with corporate policies and regulations. • Facilitate collaboration between the clinical and medical/commercial affairs team(s) on the development of core clinical material (slide sets, etc) and management of the content review. • Support management of schedule for key scientific meetings, including overall meeting management, logistics, booth prep, presentations and speakers. • Manage timelines, budgets and resources: includes ensuring timelines, budget and resources square up to commercial and corporate objectives.
REQUIREMENTS QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor’s degree is required, graduate degree or clinical credentialing such as RN, RPh preferred • The ideal candidate must have a minimum of 5 years’ project management experience in the pharmaceutical, medical device, or biotech industry including managing pre-launch, launch and post launch responsibilities; knowledge of and experience in the US and ex-US markets and medical communities • Knowledge of and experience in rare disease therapeutics is a plus • Strong interpersonal, oral and written skills and the ability to interact and develop professional rapport with all levels of Synageva staff and management; • Strong verbal and written communication skills • Highly driven, organized and a collaborative team player. Able to gain

	<p>the support of a diverse group yet able to work independently.</p> <ul style="list-style-type: none">• Flexible, able to adapt to changing priorities• Willingness to travel as required
NOTES	<p>Synageva BioPharma is a publicly held biopharmaceutical company with headquarters, research and development facilities in Lexington, MA, and research and production facilities in Athens, GA. Synageva was formed to concentrate on novel orphan treatments for rare diseases. Our lead program, SBC-102, an enzyme replacement therapy for LAL Deficiency, is in clinical development and has been granted orphan designation by the FDA. LAL Deficiency is a rare, serious and devastating disease that leads to significant morbidity and mortality. Synageva has four additional orphan products in development. To ensure that these therapeutic candidates reach patients in need, Synageva has recruited a team with a proven record of discovery, development and commercial experience within rare diseases.</p> <p>Our work is based on creating value for patients and their healthcare providers, our shareholders and our employees. Our success brings new treatments to patients and providers. We are building a sustainable business and value for our shareholders because good medicine is good business. Our culture attracts and retains principle-minded individuals of integrity, drive, energy and passion.</p>