

**Company:** X-Biotix Therapeutics, Inc.

**Role:** Associate Director/ Director of Research Operations

**Job Type:** Full-time

**Responsibilities**

- Work closely with the CSO to manage day to day research efforts, project plans and deliverables with external collaborators, including CROs, academic and corporate collaborators
- Prepare and refine research and development project plans and compile scientific data for internal and external communication
- Research non-dilutive grant opportunities and support company efforts to apply for grants and government contracts
- Support R&D efforts as programs advance and serve as liaison for regulatory/clinical discussions, as appropriate
- Create scientific content for company website and work with management and external parties to support maintenance
- Work closely with finance group to support implementation and tracking of research budgets and expenditures

**Requirements**

*The ideal candidate will:*

- Be able to work in a dynamic, virtual start-up environment
- Have an M.S. or PhD (PhD preferred) in the biological sciences and 5+ years of research and research management experience working in a drug discovery setting; biotech or biopharma industry preferred. Expertise and experience in antibiotic drug discovery/development highly preferred.
- Have excellent communication skills and be able to demonstrate a history of productive interactions with academic scientists and external collaborators.
- Bring a demonstrated record of successful project management for early stage programs in a start-up environment.
- Be able to demonstrate an ability to work independently and collaboratively, while effectively managing tasks and priorities to meet schedules and project deadlines.
- Be able to demonstrate a history of achievement marked by high attention to detail and excellent organization skills.
- Maintain outstanding verbal and written communications skills.
- Anticipate next steps, takes initiative, and is responsive to requests while consistently following through.

- Have excellent computer skills and Microsoft Products proficiency (Outlook, Excel, Word, Powerpoint; experience with Microsoft Project preferred.).