



Acucela Inc.
21720 23rd Dr. SE
Suite 120
Bothell, WA 98021
Tel: 425.527.3260
Fax: 425.527.3156

Acucela is a clinical-stage, privately held biotechnology company focused on developing new drug therapies for blinding eye diseases such as age-related macular degeneration (AMD), Stargardt disease, diabetic retinopathy and retinopathy of prematurity, as well as dry eye. The Company offers competitive compensation, a team-oriented environment, and career growth opportunities.

Project Leader - A regular full time position is available immediately at Acucela Inc., in Bothell, Washington. This position will report to the Senior Director, Alliance Management & Business Development and some of the primary responsibilities are:

- Conduct team meetings and manage the team activities via agendas, minutes, project information, etc.
- Keep senior management and key stakeholders informed of project status and escalate issues when they impact timeline, scope, quality or budget. Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Coordinate and develop yearly project goals and annual project budgets and ensure integration of these goals with corporate objectives.
- Identify critical path issues, resource management, and project management from conception through development cycle.
- Work closely with all team members to apply project management processes such as definition, initiation, planning, execution and risk management.
- Assess project issues and areas of risk and develop mitigation plans to assist in decision making. Identify and manage project dependencies and critical path.
- Develop full-scale project plans and associated communications documents.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Working with the finance department, ensure all costs and expenses are appropriately tracked, allocated and forecasted.
- Estimate the resources and participants needed to achieve project goals. Where required, negotiate with other department managers for the acquisition of required personnel from within the company.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations to project stakeholders and partners/collaborators.
- Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas.
- Define project success criteria and disseminate them to involved parties throughout project life cycle. Establish go/no-go criteria for all key decision points.
- Influence project team members and contractors take positive action and accountability for their assigned work. Identify and resolve issues and conflicts within the project team.
- Build, develop, and grow any business relationships vital to the success of the project.
- Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements.



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- Develop best practices and tools for project execution and management.
 - Assure activities and responsibilities are carried out efficiently, effectively and in compliance with contractual obligations with partners, and local, state and federal laws and regulations.
 - Provide leadership to implement definition, processes, and systems to attain best practices for excellence in the development team.

Qualifications and Requirements

- Requires BS/MS degree in life sciences or business related field required.
- Minimum of 7 years direct current work experience as a project leader in drug development in pharmaceutical or biotechnology environment required.
- Proven ability with successful track record of leading multi-disciplinary project teams managing pharmaceutical drug development projects within preclinical, clinical and/or regulatory operations required.
- Experience working in joint venture, partner/collaboration oriented alliances required.
- Proven ability to build project leadership, program and teams from ground up in a small company environment required.
- Total fluency with MS Office, Access, Project and Visio required.
- Project management certification a plus.
- Experience with CNS, enzyme inhibitor or ophthalmics environment is desirable.
- Japanese language capabilities a plus.
- Must have the ability to be effective and personable while working in a highly productive team environment and within high-pressure, deadline-oriented situations.
- Work well independently using detail orientation with strong organizational, project and time management skills.
- Effective communication skills, both written and verbal.
- Ability to prepare summary reports and deliver presentations which are clear and concise.
- Can adapt to shifting priorities, demands and timelines through analytical and problem solving capabilities. Reacts to project adjustments and alterations promptly and efficiently.
- Flexible during times of change.
- Ability to elicit cooperation, facilitate and bring project team to effective decisions from a wide variety of sources, including team members, contractors, advisors, upper management, project stakeholders and partners/collaborators.
- Persuasive, encouraging, and motivating.
- Must be able to learn, understand, and apply new technologies.
- Customer orientation an absolute must.
- Applicant must have current legal work authorization to work for any company in the United States.

No phone calls please. Only those candidates chosen for interview will be contacted. Send resume to Acucela Inc., Attn: Recruiter via email to career@acucela.com, or via facsimile at 425.527.3156. Only direct applicants will be accepted, no recruiters please. Acucela Inc. is an EOE.