

Latham BioPharm Group

Latham BioPharm Group (LBG) unites teams and technologies in the Life Sciences. We provide high level business development, program management, technical, and strategic consulting services and have proven expertise in biodefense and pandemic response, and strategic product development. We provide these services to life science companies looking to secure, or who have secured, funding in both the federal and commercial sectors.

Title: Associate / Senior Associate / Consultant

Position Reference: 20180002

Primary Location: Baltimore, Maryland

Travel: Estimated to be 20%. Actual travel requirements are variable dependent on client requirements and not a predetermined number of days per week or month.

Key Role:

Support LBG's Government Services offering by providing program and proposal management services to life sciences companies and institutions to advance novel life science products (therapeutics, vaccines, diagnostics and devices), primarily in the areas of chemical, biological, radiological and nuclear defense, infectious diseases and other public health threats. Support new business development efforts, including; conference attendance, client outreach, case-studies and negotiation support.

Job Duties:

Provide consulting services for LBG clients including, but not limited to:

- Providing program management services for the successful planning and delivery of LBG government and commercial programs.
- Leading/assisting in the management of day-to-day aspects of projects including regular meetings, minutes, and required contractual reporting to both internal and external customers.
- Leading/assisting in the tracking of project specific budgets.
- Evaluating non-dilutive funding opportunities from governments and NGOs.
- Implementing and managing proposal processes.
- Managing or supporting proposal development activities.
- Leading/supporting market research activities as required.
- Traveling to client sites as required.

- Adhering to LBG quality standards with regard to client deliverables.

Identify and sell new engagements for Company by supporting and/or leading in:

- Identifying and selling of commercial, government, and foundation funded engagements for Company.
- Drafting and editing of LBG proposals and engagement documents to clients.
- Drafting of publications, white papers, and marketing materials.
- Management of existing and potential client relationships.
- Planning, tracking and following-up on sales and marketing activities in pursuit of engagement opportunities. This includes participating in LBG attendance at relevant industry conferences and networking events.

Create Company Intellectual Property

- Supporting the creation of internal tools, systems, methods and materials that help the Company perform more efficiently and with higher quality results.
- Supporting the creation and delivery of publications and presentations that support and build on the Company's reputation and recognition in its target markets.

Support the growth of the company and Employee's practice

- Supporting the management and overhead activities of the Company as agreed on an annual basis with company management. Activities might include but not be limited to the Company's Recruiting, Staff Training, Development and Mentoring, Staff Reviews, Engagement Economics, Internal Quality Standards, and the Development and Teaching of Company methods for its services.

#### Basic Requirements:

- BS degree in a technical discipline (biology, chemistry, physics, engineering, etc).
- Minimum 3-5 years recent experience in biopharm project management (or equivalent).
- Professional communication style and 100% dedication to client satisfaction and support.
- Knowledge of MS Excel, Word, PowerPoint and Project.
- Excellent written and oral communication skills.
- Strong organizational skills. Ability to manage workload and perform on multiple projects concurrently.
- Ability to work independently or in collaboration with others.
- Knowledge of the biopharmaceutical product development process.
- Experience with federal proposals and/or contracts.

#### Desirable Qualifications:

- Advanced degree from an accredited college or university in a technical discipline a plus.
- Program Management Professional certification from PMI (or equivalent experience).
- Ability to conduct research, synthesize information and present findings or recommendations orally and in writing.

- Strong people skills, including but not limited to negotiation and ability to resolve conflict.
- Strong teamwork skills that build synergy, trust and camaraderie between team members.
- Knowledge of the US Government biodefense landscape a plus.
- Knowledge of Earned Value Management (EVM) a plus.

Latham BioPharm Group offers a competitive base salary, annual bonus, profit sharing, professional career development and growth opportunities, medical, life, short and long-term disability, and Safe Harbor 401K retirement plan options with company match.

Interested applicants should forward their resume to [employment@lathambiofarm.com](mailto:employment@lathambiofarm.com) for consideration. Please include the Position Reference in the subject of your email.

Latham BioPharm Group provides equal employment opportunities (EEO) to all employees.