



JOB DESCRIPTION			
Company:	QED Therapeutics, Inc.		
Role Title:	Associate Director / Director, Business Development	FLSA Status:	Exempt
Reports To:	VP, Business Development and Operations		
Department:	Business Development and Operations		
Position Summary:	<p>Contribute to the growth and development of new business, while ensuring high standards for all clients. Gather & evaluate information from multiple sources regarding market and client needs. Maintain the high standard of daily business operations. Assist in the development of efficient and smooth business operations. Generate plans, reports, processes, program implementation. Collaborate with internal and external stakeholders to contribute to QED's continued pharmacological, business, and operational success.</p>		
Job Responsibilities:	<ul style="list-style-type: none"> ● Identify new opportunities for revenue growth ● Oversee operational processes to maintain existing client success and contract renewals. ● Convert potential business and leads into actual contracts boosting sales revenue to align with company expectations. ● Identify potential strategic partners, alliances and relationships to expand core product lines or bring new business opportunities to the organization. ● Actively seek out and participate in all requests for information. ● Manage relationships with other QED departments & employees, as well as client relationships. ● Management and leadership of business operations functions and the effective and efficient delivery of operations tasks focusing on (but not limited to) contracts/quotations, billing and invoicing, staffing, liaising with internal clients and other platform functions. 		
Preferred Qualifications:	<ul style="list-style-type: none"> ● Master's degree in biology, science, Marketing, Business Administration or related field, doctoral degree (PhD or MD) a plus. ● 2+ of professional experience, especially in start-up and diverse organizations in the life sciences industry. 		



- Leadership experience as a business development position within the Biotech and Pharmaceutical Organizations, Specialty Pharmacy, or Managed Care Organizations.
- Experience in professional services, preferably in a management consulting, either as a management consultant or in an operations role in a leading management consulting firm.
- Experience in early stage biotechnology or pharmaceutical industries a plus

Please submit your resume to careers@qedtx.com. For more information, or to learn about QED Therapeutics, please visit www.qedtx.com.