

## **SAMPLE JOB DESCRIPTION**

### **Alliance Director, Co-development, Co-commercialization Alliances**

#### **ROLE SUMMARY**

Within Company X, alliance professionals assume responsibility for preserving and enhancing the intended value and identifying and managing the risks of strategic alliances. They are responsible for:

- Launching, driving & maintaining successful co-development and co-commercialization alliances with one or more partners involved
- Ensuring that the objectives of the alliance are achieved, company assets are protected, risk-causing complexity is managed or reduced, and that opportunities to enhance the value of an alliance are recognized and pursued.

The alliance director is assigned a portfolio of alliances, each of which may involve differing levels of complexity and thus require different effort. Some or all of the following responsibilities may be required for each alliance, depending on where it is in its lifecycle.

Requires up to 50% travel, including international.

#### **PRINCIPAL ACCOUNTABILITIES:**

- Manages specific alliances to achieve the intended outcomes of the alliance, engaging in activities that may include but are not limited to:
  - Planning and carrying out the launch and closeout of the alliance
  - Managing and directing alliance governance in conjunction with committee chairmen and alliance partner
  - Developing appropriate planning for key inflection points and decisions
  - Ensuring appropriate record keeping for meeting minutes, decision log, financial transactions, and other key alliance documents
  - Interpreting the Collaboration Agreement (with legal counsel, as required) and managing contractual agreements
  - Gaining internal alignment on cross-functional issues and driving to collaborative decisions with partners
  - Developing and implementing the alliance management work and communication plans
  - On-boarding new team members
  - Conducting periodic assessments of the alliance; managing alliance scorecards and metrics
  - Preparing a monthly report of alliance management activities and any required financial reporting
  - Coordinating with finance to prepare budgets, forecasts, and milestone projections

- Serves as the primary point of contact with the alliance partner
  - Manages long-term relationships between Company and alliance partner
  - Works closely with alliance management counterpart
  - Facilitates relationships at all levels within the organizations
  - Coaches/mentors alliance team members and executives on appropriate interactions
- Identifies risks, pre-empts issues and facilitates conflict resolution; manages escalation processes
- Understands partners' strategies, structures, cultures goals and objectives and implications for Company. Serves as the voice of the partner within the Company.
- Develops trust-based relationships with key stakeholders within Company and partners
- Identifies opportunities to create additional value
- Organizes and manages a cross-functional internal alliance team to facilitate the coordination of alliance activities across functions and to provide a formal channel of communication from the alliance governance committees into the functions.
  - Works closely with business and function leaders to develop aligned positions before engaging with partner
- Partners with senior leadership and organizational development to grow the ability of the company to partner effectively

#### **PROFESSIONAL EXPERIENCE AND QUALIFICATIONS:**

- Ideally 7+ years related industry experience. Industry experience should be broad based across the research, development, and commercialization lifecycle
- BS in business or the sciences required; graduate level education highly desired
- Demonstrated experience in interfacing within all levels of a company and its partner organizations
- Expertise in working within cross-functional teams, including multi-cultural, globally dispersed teams and of influencing without authority.

#### **KNOWLEDGE AND SKILLS**

- Proficiency with alliance management practices and alliance management certification (CA-AM or CSAP) desirable (or should be a development objective)
- Thorough knowledge and demonstrated expertise in biopharmaceutical industry
- Demonstrated understanding of operations and key organizational interfaces
- Strong communication, presentation, and negotiating skills
- Ability to multi-task, dealing with information at a variety of levels on a large number of projects
- Excellent judgment and ability to make decisions knowing when appropriate and how to refer to senior management
- Demonstrated expertise in strategic planning, decision making, and team leadership
- Proven sense of diplomacy, appreciation for different cultures
- Proven ability to solve complex business problems for which there are many possible answers; comfortable with ambiguity
- Ability to think both strategically and operationally
- Ability to network both inside and outside of the organization
- Desire for continued learning and continuous improvement