

**Project Manager - Allen Discovery Center, Biology  
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=256795>

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Posted May 9, 2025, set to expire Dec. 31, 2025

<b>Job Title</b>	Project Manager - Allen Discovery Center, Biology
<b>Department</b>	Allen Discovery Center
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	May 9, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Research Scientist/Associate
<b>Academic Field(s)</b>	Biomedical Sciences Biology - Neuroscience/Neurobiology Biology - Molecular Biology - Computational Biology - General
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21863?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21863?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
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<b>Job Description</b>	

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### Overview

The [Allen Discovery Center](#) is dedicated to the advancement of basic biology and biomedicine, and to using an integrated approach to control biological structure and function. Through a combination of molecular genetics, biophysics, and computational approaches, researchers at the Center work toward a multi-level control of patterning. Novel technology is being developed to modulate the bioelectric communication that enables cells to coordinate their activities toward specific anatomical and functional end-states. This new type of epigenetic control has significant implications for developmental biology, evolution, unconventional computation, and synthetic bioengineering. Applications in progress include the repair of birth defects, regenerative medicine, cancer reprogramming, and synthetic biology.

### What You'll Do

The Allen Discovery Center is seeking a dynamic and versatile Project Manager to lead and coordinate an exciting portfolio of interdisciplinary research projects from initial concept through publication. As a key member of the team, you will work closely with the Deputy Director, graduate students, postdocs, and scientific staff to drive progress on experimental biology, computational modeling, synthetic bioengineering, AI/bioinformatics, and translational science initiatives. In this proactive leadership role, the Project Manager ensure projects stay on track, milestones are met, and resources are efficiently managed to achieve impactful scientific outcomes. Your responsibilities will include:

- Supporting grant management and reporting to major funders
- Facilitating seamless communication among scientists, administrators, and external collaborators, and removing obstacles that impede research progress.

We are looking for someone with a strong background in scientific project management—ideally in biology, molecular biology, regenerative medicine, cancer biology, neurobiology, bioinformatics, or biological robotics—who thrives in a fast-paced, collaborative environment. The ideal candidate is highly organized, detail-oriented, adept at juggling multiple priorities, and excels at both verbal and written communication. You should enjoy problem-solving, working as part of a team, and independently managing projects from inception to completion, including progress tracking and reporting.

### What We're Looking For

#### Basic Requirements:

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- Knowledge and skills as typically acquired by a Master's degree in biology, molecular biology, bioengineering, bioinformatics, or a related discipline, and 5-8 years of project management experience in academic or industrial research
- Demonstrated experience leading scientific research projects, ideally with interdisciplinary or computational teams

### **Preferred Qualifications:**

- PhD in biology, molecular biology, bioengineering, bioinformatics, or a related discipline
- Exposure to areas such as regenerative biology, cancer biology, neurobiology, bioinformatics, AI/ML in biology, or biological robotics
- Prior experience in grant writing/reporting and research compliance a plus
- Project management certification (e.g., PMP, CAPM, Agile) is desirable but not required
- Outstanding interpersonal and analytical skills; adept at building trust and consensus across diverse scientific and administrative teams
- Working with stakeholders to deliver on project timelines and reporting on progress including to funding bodies and scientific publications
- Strong verbal and written communication skills, including technical and non-technical audiences
- Comfortable with frequent interaction with university administration, scientists, and external partners, both in person and virtually
- Familiarity with project management software and digital collaboration tools
- Proficiency in Microsoft Office Suite; Sharepoint, MS Lists, Power BI, etc.
- Experience with Adobe Illustrator/Photoshop and bioinformatics or data visualization software is a plus

### **Special Work Schedule Requirements:**

This is a hybrid position expected to be on campus at least two days per week, with the exact schedule to be determined in coordination with the manager.

### **Pay Range**

Minimum \$71,050.00, Midpoint \$88,850.00, Maximum \$106,700.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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