



**Project Manager, Information Technology**  
**Job Code 498SM**

**Description:**

Fate Therapeutics is seeking an experienced and highly motivated Project Manager, Information Technology (IT) to join our IT team. The successful candidate will plan and lead the coordination of people and processes to ensure that our IT Enterprise projects are delivered on time, on target, and on budget. This position will be the main point of contact for everything involving a project's organization and timeline within IT. The successful candidate will work within the IT team, with Fate's Program Management Organization (PMO) and with group leaders across multiple departments to manage the IT components for enterprise-wide endeavors, including the gathering of requirements from the user community. This position will work closely with the Director, IT and the PMO to forecast resources needed for project completion and to supply frequent updates on current project statuses. This is a full-time position reporting to the Director, IT, and is located at our corporate headquarters in San Diego, CA.

**Primary Responsibilities:**

- Coordinate internal resources and third parties/vendors for the flawless execution of projects.
- Work closely with the Fate PMO to prioritize and coordinate.
- Ensure that all projects are delivered on-time, within scope and within budget.
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Ensure resource availability and allocation.
- Develop a detailed project plan to monitor and track progress.
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques.
- Measure project performance using appropriate tools and techniques.
- Report and escalate to management as needed.
- Manage the relationship with all stakeholders.
- Perform risk management to minimize project risks.
- Establish and maintain relationships with third parties/vendors.
- Create and maintain comprehensive project documentation.
- Meet with users (or subject matter experts) to take detailed requirements for each project.
- Delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels.
- Track project performance, specifically to analyze the successful completion of short and long-term goals.
- Meet budgetary objectives and adjust project constraints based on financial analysis.
- Develop comprehensive project plans to be shared with stakeholders as well as other staff members.
- Develop spreadsheets, diagrams, and process maps to document needs.
- Perform other related duties as assigned.

**Qualifications:**

- Bachelor's Degree in computer science or related field and a minimum of five years of experience in project management; biotech and pharma experience preferred.
- Excellent written and verbal communication skills.
- Experience in Agile/Scrum environment (or familiarity with Agile practices).
- Solid organizational skills including attention to detail and multitasking skills.



- Proven ability to work with and influence up, down, and across the organization.
- Strong working knowledge of Microsoft Office.
- Experience with implementations of MES, ERP, CTMS, ELN, LIMS a plus.
- Project Management Professional (PMP) / PRINCE II certification is a plus.

**Working Conditions and Physical Requirements:**

- 100% on-site work at corporate headquarters in San Diego, CA
- Evening and weekend work as necessary

The preceding job description indicates the general nature and level of work performed by employees within this classification. Additional and incidental duties related to the primary duties may be required from time to time.

For consideration send cover letter and resume to: [careers@fatetherapeutics.com](mailto:careers@fatetherapeutics.com) and reference job code 498SM.

**About Fate Therapeutics, Inc.**

Fate Therapeutics is a clinical-stage biopharmaceutical company dedicated to the development of first-in-class cellular immunotherapies for patients with cancer. The Company has established a leadership position in the clinical development and manufacture of universal, off-the-shelf cell products using its proprietary induced pluripotent stem cell (iPSC) product platform. The Company's immuno-oncology pipeline includes off-the-shelf, iPSC-derived natural killer (NK) cell and T-cell product candidates, which are designed to synergize with well-established cancer therapies, including immune checkpoint inhibitors and monoclonal antibodies, and to target tumor-associated antigens using chimeric antigen receptors (CARs). The Company's pipeline also includes ProTmune™, a pharmacologically modulated, donor cell graft that is currently being evaluated in a Phase 2 clinical trial for the prevention of graft-versus-host disease in patients with hematologic malignancies undergoing allogeneic stem cell transplant. Fate Therapeutics is headquartered in San Diego, CA. For more information, please visit [www.fatetherapeutics.com](http://www.fatetherapeutics.com).