



CareDx, Inc., headquartered in Brisbane, California, is a global molecular diagnostics company focused on the discovery, development and commercialization of clinically differentiated, high-value diagnostic solutions for transplant patients. CareDx offers AlloMap®, a gene expression test that aids clinicians in identifying heart transplant patients with stable graft function who have a low probability of moderate to severe acute cellular rejection. CareDx is developing additional products for transplant monitoring using a variety of technologies, including AlloSure®, a proprietary next-generation sequencing-based test to detect donor-derived cell-free DNA after transplantation.

CareDx, with its presence through Olerup, also develops, manufactures, markets and sells high quality products that increase the chance of successful transplants by facilitating a better match between a donor and a recipient of stem cells and organs. Olerup SSP® is a set of HLA typing used prior to hematopoietic stem cell/bone marrow transplantation and organ transplantation. XM-ONE® is the first standardized test that quickly identifies a patient's antigens against HLA Class I, Class II or antibodies against a donor's endothelium. For more information, please visit: www.CareDx.com.

Associate Director/Director, Project & Program Management

Job Description:

CareDx is seeking a highly motivated professional Project/Program Manager to support cross functional initiatives in new product development and other projects within the company as needed. The core responsibility of this position is to provide project management leadership and support to key business objectives.

Responsibilities:

- Lead project teams; facilitate cross functional communications and planning
- Develop, document and maintain project plans and schedules
- Lead team meetings and maintain minutes database as required
- Support program/project status reporting and management reviews
- Determine resource needs and work with functional managers to allocate staff as needed to support project goals
- Act as a liaison between company and external partners, collaborators, and stakeholders as needed
- Ensure timely follow-up to all commitments in a project plan
- Prepare and route documents (design control documents, contracts, proposals, non-disclosures) for management approval
- Produce and present clear, concise and professionally written communications and presentations

Qualifications:

- BA/BS in biological or life sciences
- PMP Certification highly desirable
- 10+ years of relevant work experience in a medical device/diagnostics or biotech company
- Deep experience compiling GANTT charts and project plans
- Deep experience with project management tools such as MS Project
- Ability to build and effectively lead cross functional product development teams
- Extensive experience in product commercialization and new product introduction using a structured phase-gate system and design control standards.
- Experience in Portfolio Management and Prioritization
- Understanding of Operations best practices
- Ability to lead global teams
- Ability to manage multiple projects
- Experience working in regulated environments; e.g. FDA, CLIA, CAP and ISO 13485
- In-Vitro Diagnostic and/or LDT product development experience essential
- Knowledge of design control principles and practices
- Strong interpersonal and negotiation skills
- Strong analytical and problem-solving skills
- Strong organization skills and attention to detail
- Excellent written and verbal communication skills
- Experience working with executive management
- Proficiency with Microsoft Office suite of products
- Experience with Six-Sigma/Operational Excellence an added benefit

Additional Information:

Benefits & Perks: We provide Medical, Dental, Vision and Life Insurance, Flexible Spending and Dependent Care, Commuter Accounts, 401(k) match, 3 weeks of vacation, 5 days sick leave, 1 personal floating holiday, 9 paid holidays, gym reimbursement, yoga onsite, ping pong, foosball, BBQ's, social hours, and more!

Please send cover letter and resume to: HR@CareDx.com

CareDx, Inc. is an Equal Opportunity Employer.

Staffing Agencies and Recruiters:

We appreciate your interest in CareDx, Inc. To develop a working relationship with us, we ask that you please contact our Human Resources Dept. at HR@CareDx.com. All employment openings are managed through our Human Resources Dept. The CareDx, Inc. hiring managers and employees will not accept unsolicited resumes from any source. Submission of unsolicited resumes in advance of an agreement between the Human Resources Dept. and the recruiter does not create any implied obligation on the

part of CareDx, Inc. **Therefore, we request that recruiters do not contact employees directly in an attempt to present candidates.** We thank you in advance for your cooperation and look forward to possible job search collaboration in the future!