Cancer Research And Biostatistics
1505 Westlake Ave N, STE 750
Seattle, WA 98109-6244
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http://www.crab.org

Project Manager, Applications Development — Position Number: PMAD.0625

Cancer Research And Biostatistics (CRAB) is a non-profit organization whose purpose is to help conquer cancer. The tools and expertise we bring to clinical trials development include biostatistical principles, oncology clinical trials expertise, data management and monitoring capabilities, electronic data capture solutions, education, support, and training. CRAB's experience includes contributions to hundreds of clinicals trials, partnering with many of the leading organizations in oncology, and developing novel and innovative software in cancer research.

Position Summary:
The position is responsible for managing software development projects, defining project objectives and overseeing quality control throughout a project lifecycle. Other duties of the Project Manager, Applications Development, include working with and leading cross-functional teams in resolving discrepancies, removing or mitigating roadblocks, and facilitating communication among all project stakeholders. This position coordinates and interacts with key stakeholders in Applications Development, SWOG (swog.org), CRAB, and in other partner organizations.

Primary Duties and Responsibilities:

- Provides project management leadership within the software project lifecycle, including software deliverables, timely communication of project milestones, status reports, change requests, and risk analysis
- Serves as Applications Development's project advocate with program managers, statisticians, data managers, NCI working groups, CRAB officers, and outside clients
- Responsible for project management of SWOG software projects, including troubleshooting issues, directing the implementation of change requests
- Responsible for managing schedule, scope and process of SWOG clinical trial study builds
- Defines project scope, goals, and deliverables that support business goals in collaboration with senior management and stakeholders
- Works with CRAB management to estimate the resources and participants needed to achieve project goals
- Works with Applications Development department management to prepare project effort estimates to track project milestones and deliverables
- Responsible for structure, process and consistency of project documentation including functional specifications, technical specifications, and forms specifications
- Responsible for creating documentation for trials with FDA submission and 21 CFR Part 11 compliance
- Schedules and leads project kick-off, requirements, scheduling, and focus group meetings where applicable
- Responsible for ensuring quality of the user interface (UI) and user experience (UX) of department developed software applications
- Responsible for critically reviewing eCRF designs to ensure compatibility/conformance with CDASH/SDTM standards
- Establishes and implements project management best practices for the department
- Manages select organization-wide CRAB projects and proposals as needed
- Air travel may be required

- Periodic travel will also be required to local partners (within Seattle) to represent CRAB in-person
- Other duties as assigned

Required Qualifications:

- Bachelor's degree or five years of project coordination experience may be substituted for educational requirement
- Minimum two years of experience as a project manager
- Proficiency in Microsoft tools and applications (Office 365, Teams, SharePoint)
- Familiarity with software development principles and the software development lifecycle
- Excellent written and oral communication skills
- Excellent interpersonal/teamwork skills for effective collaboration
- Ability to accurately scope and size work efforts
- Proven ability to use sound judgment and diplomacy while collaborating with stakeholders
- Strong organizational and time management skills
- Ability to interpret and describe technical information for stakeholders

Desired Knowledge, Skills and Abilities:

- Experience working in a clinical research or clinical trial environment
- Experience with Medidata Rave® or other Electronic Data Capture system
- Experience with project management, task management, or bug tracking software such as Azure DevOps
- Experience writing formal documentation (e.g., software specifications, procedures) in support of software development lifecycle
- Experience with public speaking
- Experience advocating projects to large groups
- Experience working with statistical projects
- Experience working with regulations and standards related to clinical trials such as FDA 21 CFR Part 11 and SDTM
- Proficiency with database design and principles
- Ability to lead cross-functional teams

This is a full-time position and is Exempt from state and federal overtime regulations.
This is a hybrid position that will be expected to work in office 3 days per week.
Employment authorization is required.
Travel/relocation expenses will not be provided for this position.
CRAB is an Equal Opportunity Employer.

The expected compensation range for this role is $78,000 - $93,000. However, the starting base pay will depend on a number of factors such as skills, experience, as well as internal pay parity.

In your cover letter, describe how your skills and experience match the qualifications for the position and why you are a good fit for CRAB.

To apply, submit resume and cover letter with position number via mail, fax or email to:
Cancer Research And Biostatistics
Attn: Hiring Coordinator
1505 Westlake Ave N, Suite 750
Seattle, WA 98109-6244
Fax: (206) 342-1689

crabjobs@crab.org

Posting Date: September 12, 2025

Closing Date: Open till filled